

STATE OF RHODE ISLAND
AFFIRMATIVE ACTION PLAN
FOR
DEPARTMENT OF CORRECTIONS
40 HOWARD AVENUE
CRANSTON, RI 02920

JULY 1, 2005 - JUNE 30, 2006

ANTHONY W. WILSON

Director

7/14/05

Date

Accepted by:

[Signature]

For the State Equal Opportunity
Office

7/22/05

Date

TABLE OF CONTENTS

PART I

STATE MANDATES

Rhode Island General Law.....	1
Executive Order.....	8
Sexual Harassment, Education and Training in the Workplace.....	13
Sexual Harassment Guidelines.....	15
Guidelines for unbiased work environments.....	16
Racial/Ethnic Designation Minority Group.....	17

PART II

AGENCY ORGANIZATION & STRUCTURE

Organization Chart.....	18
EEO/AA Policy.....	19

PART III

PLAN ADMINISTRATION

Policy Statement.....	46
Equal Opportunity Advisory Committee.....	47
EEO Committee Membership.....	48
Division Heads, Supervisors, Personnel.....	49
AA/EO/ADA Program Coordinator.....	50
Dissemination of Plan.....	51
Discrimination Grievance Procedure.....	52
Policy On Contracts.....	53
Policy On Service Delivery.....	54
Compliance With Sex Discrimination Guidelines.....	55
Compliance With Guidelines on Discrimination.....	57

PART IV

PROGRAM SUMMARY

Program Summary.....	58
EEO Complaint Profile.....	59
Training Profile.....	60
Disciplinary Action.....	61
EEO Flow Chart	62
Applicant Flow Data.....	66
C.O. Recruitment Statistics.....	67
Applicant refusal of positions.....	70
Affirmative Action Statistical Summary.....	71

PART V

STATISTICAL INFORMATION

Description of Job Categories.....	72
EEO Workforce Profile.....	74
Workforce Profile.....	75
Job Group Analysis Summary.....	80

PART VI

DETERMINING UNDER-REPRESENTATION & GOAL SETTING

Determining Under-representation.....	83
2000 Labor force Census.....	84
Determining Under-representation & Goal Setting.....	86

PART VII

IDENTIFICATION & ANALYSIS OF PROBLEM AREAS

Work force Composition.....	87
Employment and Selection Process.....	88
Affirmative Action Selection & Hiring Process.....	89
Equal Employment Opportunity Review Panel.....	90
Technical Compliance.....	91

PART VIII

AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS, VIETNAM ERA & PERSIAN GULF VETERANS

Policy Statement.....	92
Practices and Procedures.....	93
Americans With Disabilities/504 Grievance Procedures.....	94
Affirmative Action Policy.....	96

PART IX

APPENDIX

Laws Governing Equal Opportunity.....	97
Posting the Vacancy.....	101
Grievance Procedure.....	103
Employee Self-Identification of Disability Form.....	107
Exit Interview.....	108
Equal Opportunity Advisory Committee.....	112
Equal Opportunity Affirmative Action Officers.....	114
Enforcement Agencies.....	115

PART I

STATE MANDATES

TITLE 28

Labor and Labor Relations

CHAPTER 28-5.1

Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy – Annual reports – Applicability to collective bargaining agreements. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities; and in the classified, unclassified, and nonclassified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. All policies, programs, and activities of state government are periodically reviewed and revised to assure their fidelity to this policy.

(2) Each department head makes a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) This chapter in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 are subject to the provisions of this chapter.

SECTION 28-5.1-2

§ 28-5.1-2 State equal opportunity office. – (a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, reports to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office is responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and provides training and technical assistance that may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office issues those guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action.

SECTION 28-5.1-3

§ 28-5.1-3 Affirmative action. – (a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, annually prepares an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March 31. These plans are submitted to and are subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive

measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator serves as the chief executive officer of the state equal opportunity office, and is responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency also submits with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans are established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions for which no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

SECTION 28-5.1-3.1

§ 28-5.1-3.1 Legislative findings – Diversity in appointments to state boards, commissions, public authorities, and quasi-public corporations. – (a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

SECTION 28-5.1-3.2

§ 28-5.1-3.2 Enforcement. – (a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding

the legislative branch, that willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or that fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall issue and serve in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond to the notice and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office has the power, after hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as such an order; is rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

SECTION 28-5.1-4

§ 28-5.1-4 Employment policies for state employees. – Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination. Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures. Annually, each appointing authority shall include in its budget presentation those necessary programs, goals and objectives that will improve the equal opportunity aspects of their department's employment policies. Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

SECTION 28-5.1-5

§ 28-5.1-5 Personnel administration. [Effective January 7, 2003.]. – (a) The office of personnel administration of the department of administration prepares a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and shall review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction. The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals. The division of purchases shall cooperate in administering the state contract compliance programs. The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

SECTION 28-5.1-6

§ 28-5.1-6 Commission for human rights. – The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission, at its own initiative or upon a complaint, shall bring charges of discrimination against those agencies and the personnel of those agencies who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state

SECTION 28-5.1-7

§ 28-5.1-7 State services and facilities. – (a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning discriminatory patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

SECTION 28-5.1-8

§ 28-5.1-8 Education, training, and apprenticeship programs. – (a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, or disability. These programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

SECTION 28-5.1-9

§ 28-5.1-9 State employment services. – All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job

order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups. In addition, the department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which will remedy any situations or programs which have a negative impact on protected classes within the state.

SECTION 28-5.1-10

§ 28-5.1-10 State contracts. – The division of purchases shall prepare those rules, regulations, and compliance reports that require of contractors of this state the same commitment to equal opportunity that prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to these rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established is ground for forfeitures and penalties that will be established by the department

SECTION 28-5.1-11

§ 28-5.1-11 Law enforcement. – The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

SECTION 28-5.1-12

§ 28-5.1-12 Health care. – The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination in patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

SECTION 28-5.1-13

§ 28-5.1-13 Private education institutions. – The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall, at the request of the board of regents of elementary and secondary education, be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

SECTION 28-5.1-14

§ 28-5.1-14 State licensing and regulatory agencies. – State agencies shall not discriminate by considering race, color, religion, sex, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except

unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to such disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all these organizations.

SECTION 28-5.1-15

§ 28-5.1-15 State financial assistance. – State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall hereafter require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

SECTION 28-5.1-16

§ 28-5.1-16 Prior executive orders – Effect. – All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

SECTION 28-5.1-17

§ 28-5.1-17 Utilization analysis. – (a) The personnel administrator, in consultation with the equal employment opportunity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4. To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator, through the director of administration, directs the head of the department where the underrepresentation and/or underutilization exists to establish precise goals and timetables and assists in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements. The initial analysis is directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth, and families, courts, transportation, and human services. The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and reports the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmative action gains are preserved to the extent permitted by law and by collective bargaining agreements. The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year. Consistent with § 28-5.1-6, the Rhode Island commission for human rights has the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission. The equal opportunity administrator notifies the commission of reports and results under this chapter and acts as the commission's liaison with state government.

TITLE 28

Labor and Labor Relations

CHAPTER 28-5

Fair Employment Practices

SECTION 28-5-41.1

§ 28-5-41.1 Right to fair employment practices – Gender identity or expression. – Whenever in this chapter there shall appear the terms "race or color, religion, sex, handicap, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."



State of Rhode Island and Providence Plantations

State House

Providence, Rhode Island 02903-1196

401-222-2080

Donald L. Carcieri

Governor

EXECUTIVE ORDER

05-01

January 17, 2005

PROMOTION OF EQUAL OPPORTUNITY AND
THE PREVENTION OF SEXUAL HARASSMENT IN STATE GOVERNMENT

WHEREAS, there is a compelling interest in the promotion and achievement of equal opportunity; and concerted commitment is necessary to prevent discrimination and sexual harassment in all departments and agencies of Rhode Island state government; and

WHEREAS, Rhode Island has an unwavering commitment to providing equal employment opportunity in state government to all qualified individuals without sexual harassment or discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability; and

WHEREAS, the prevention and elimination of discrimination and sexual harassment requires continued action to ensure that all employment opportunities existing in or through state government are available to all qualified individuals; and

WHEREAS, to provide equal opportunity for all employees and applicants in all aspects of employment including, but not limited to recruitment, hiring, retention, training, compensation, benefits, leave, assignment, transfer, promotion, discipline, demotion, terminations, and layoffs, and to ensure reasonable steps are taken to actively promote employment opportunities to all qualified individuals that historically have been underutilized in the state government workforce there is a need to reaffirm policies, practices consistent with State and Federal law.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. All Directors, their senior staff and all supervisory employees of agencies, departments, state boards, commissions, public authorities and quasi-public corporations of state government ("Agencies") are responsible for ensuring that all aspects of state programs for which they manage are available without discrimination or sexual harassment.
2. Pursuant to all applicable Federal and State law, all Agencies are to develop, promote, monitor, implement, and maintain equal employment opportunity policies and practices that:
 - a) do not discriminate against any employees or applicants for state employment in all aspects of employment including contract procurement and service delivery,
 - b) establish guidelines to prevent discrimination and sexual harassment of any employees or applicants for state employment;
 - c) identify and actively promote employment opportunities for qualified individuals that historically have been underutilized in the state government workforce;
 - d) describe the notice and filing provisions that enable any employee or applicant for state employment who believes he/she has been discriminated against or sexually harassed to immediately report such conduct to appropriate official(s).
3. All Agency Directors shall designate an individual as the Agency's Equal Employment Opportunity Officer and American with Disabilities Act Coordinator (the Officer). Such Officers, with the assistance of the State Equal Opportunity Office (EOO) as set forth in Title 28, Chapter 5.1 et seq. of the Rhode Island General Laws, shall be responsible for the formulation, drafting and reporting of plans and policies relating to nondiscrimination as well as the prevention of sexual harassment as required by Title 28, Chapter 51-2.

All Agency Officers shall annually attend one (1) Equal Employment Opportunity training session and one (1) training session on the prevention of sexual harassment. Each Agency Officer shall work cooperatively with the

Diversity Advisory Council as established by Executive Order 05-02 and the State EEO to conduct a semi-annual review and evaluation of hiring/promotion activity within their unit.

All Agency Directors shall work cooperatively with the Agency Officer to monitor and maintain compliance according to the guidelines outlined in the Agency's EEO plan.

4. All Agencies shall comply with Federal laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to the following provisions:

- Title VII of the Civil Rights Act of 1964, as amended, that prohibits employment discrimination on the basis of race, color, religion, sex or national origin;
- the Age Discrimination in Employment Act of 1967, as amended, that prohibits employment discrimination against individuals 40 years of age or older;
- the Equal Pay Act of 1963 that prohibits discrimination on the basis of gender in compensation for substantially similar work under similar conditions;
- Title I of the Americans with Disabilities Act of 1990, as amended, that prohibits employment discrimination on the basis of disability in both the public and private sector, excluding the federal government;
- the Civil Rights Act of 1991, as amended, that provides for monetary damages in case of intentional discrimination;
- Section 501 of the Rehabilitation Act of 1973, as amended, that prohibits employment discrimination against federal employees with disabilities;
- Title IX of the Education Act of 1972, as amended, that forbids gender discrimination in education programs, including athletics that receive federal dollars;
- the Pregnancy Discrimination Act of 1978, as amended, that makes it illegal for employers to exclude pregnancy and childbirth from their sick leave and health benefits plans; and
- 38 U.S.C. 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended that prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

5. All Agencies of Rhode Island State Government shall also comply with State laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to Article 1, Section 2 of the Rhode Island Constitution; all applicable provisions of Rhode Island General Laws Chapter 5 through 6, and Chapter 51 of Title 28. These statutes require Fair Employment Practices regardless of race, color, religion, sex, sexual orientation, gender identity, expression, disability, age, or country of origin; positive action be taken to affirm the civil rights of protected classes of individuals; promote nondiscrimination, and prohibit sexual harassment.
6. Pursuant to Rhode Island General Laws Title 28, Chapter 5.1, the State EOO shall be responsible for assuring compliance with State and Federal laws prohibiting discrimination and all applicable provisions of this Executive Order.
7. Pursuant to Rhode Island General Laws Title 28 Chapter 51, the Office of Labor Relations within the Department of Administration shall be responsible for assuring compliance with State and Federal laws prohibiting sexual harassment and all applicable provisions of this Executive Order.
8. Pursuant to Rhode Island General Laws Title 28, Chapter 5 Sections 8 through 40, the Rhode Island Commission for Human Rights shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.
9. Pursuant to Rhode Island General Laws Title 42, Chapter 51, the Governor's Commission on Disabilities shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.
10. Pursuant to Rhode Island General Laws Title 23 Chapter 23-1.8, the Commission on Deaf and Hard-of-Hearing shall be responsible for assuring compliance with all applicable provisions of this Executive Order.
11. Pursuant to Rhode Island General Laws Title 28-5.1-5 and Title 36 Chapter 4-26.1, the Office of Personnel Administration within the Department of Administration and the State EOO shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.
12. Pursuant to Rhode Island General Laws Title 28-5.1-3.1 each Agency of State Government is responsible for assuring compliance with all applicable provisions of this Executive Order.

Individuals believing that they have been discriminated against or sexually harassed in employment by or through state government should immediately contact:

Rhode Island State Equal Opportunity Office
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-6391; TTD (401) 222-6144

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel (401) 222-2661; Fax (401) 222-2616; TTY (401) 222-2664

Governor's Commission on Disabilities
41 Cherry Dale Court
Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

This Executive Order supersedes and rescinds Executive Order No. 96-14 and No. 95-11, and is effective immediately upon the date hereof.

So Ordered:


Donald L. Carcieri

Dated: January 17, 2005

PUBLIC LAW 97-118

AN ACT

RELATING TO SEXUAL HARRASSMENT, EDUCATION
AND TRAINING IN THE WORKPLACE

CHAPTER 51

SEXUAL HARRASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

§ 28-51-1. Definitions. — (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual’s employment.

(b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(b) Every employer shall:

(1) adopt a policy against sexual harassment which shall include:

- (i) a statement that sexual harassment in the workplace is unlawful;
- (ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
- (iii) a description and examples of sexual harassment;
- (iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;
- (v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and
- (vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.

(2) provide to all employees a written copy of the employer’s policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

- (c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.
- (d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.

State of Rhode Island

SEXUAL HARASSMENT GUIDELINES

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05-01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the State Equal Opportunity Office will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The State Equal Opportunity Office will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

RI STATE EQUAL OPPORTUNITY OFFICE
ONE CAPITOL HILL PROVIDENCE, RI 02908-5865
PHONE (401) 222-3090 FAX (401) 222-2490 TDD (401) 222-6144
Revised (2005)

**DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
OFFICE OF PERSONNEL ADMINISTRATION
STATE EQUAL OPPORTUNITY OFFICE**

GUIDELINES FOR UNBIASED WORK ENVIRONMENTS

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.

An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests are permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by co-workers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)

**Division of Human Resources
Office of Personnel Administration
State Equal Opportunity Office**

**RACIAL/ETHNIC DESIGNATIONS
MINORITY GROUP**

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK/AFRICAN AMERICAN (not of Hispanic Origin): All persons having origins in any of the Black Racial Groups of Africa.

HISPANIC/LATINO: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Only those persons of Central or South American Countries who are of Spanish origin, descent or culture should be included in this classification. Persons from Brazil, Guyana, Surinam or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal who should be classified according to race.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. The Indian subcontinent takes on the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

AMERICAN INDIAN OR ALSKAN NATIVE: A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

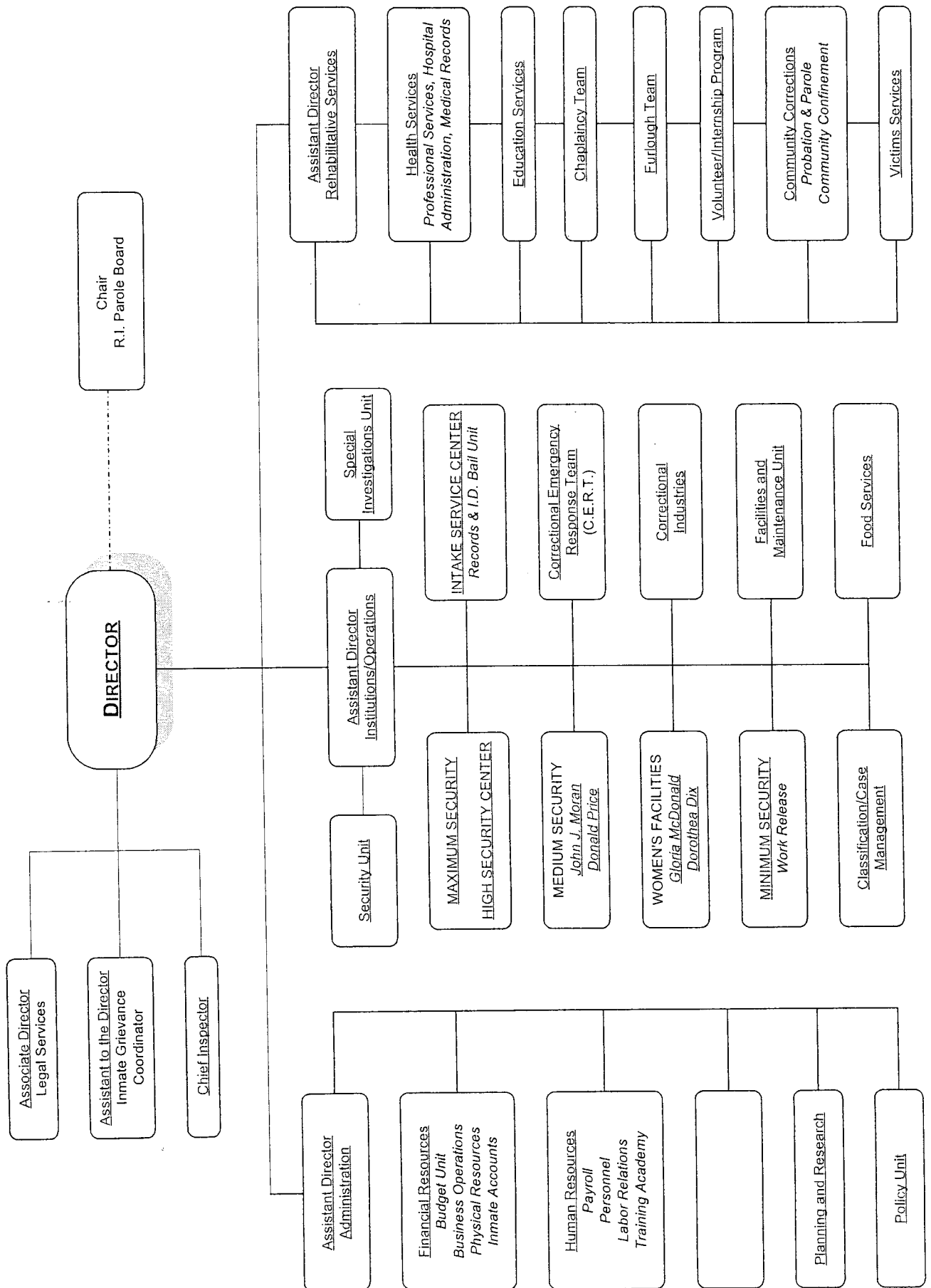
**Standards adopted by the United States Equal Employment Opportunity
Commission and the Office of Federal Contract Compliance Program.**

PART II

AGENCY ORGANIZATION & STRUCTURE

RHODE ISLAND DEPARTMENT OF CORRECTIONS ORGANIZATION

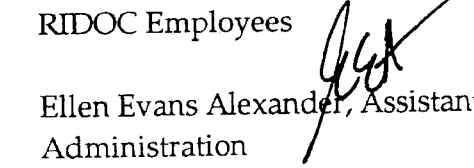
Contact Information



**Rhode Island Department of Corrections
POLICY UNIT**

TO: RIDOC Employees

VIA: Ellen Evans Alexander, Assistant Director
Administration

FROM:  Ann J. Fortin, Chief/Program Development
Administration

DATE: REVISED 04/22/05

SUBJECT: **3.03-4A DOC; EQUAL EMPLOYMENT OPPORTUNITY /
AFFIRMATIVE ACTION; 04/28/05**

The enclosed policy, effective 04/28/05, supercedes policy # 3.03-3 DOC and contains the following revisions (underscore = new language; ~~striketrough~~ = deleted language).

It was originally issued as # 3.03-4 DOC, with an effective date of 04/11/05. However, the effective date was changed to 04/28/05 in order to comply with the filing requirements of the Administrative Procedures Act for technical policy revisions. Since only technical revisions were made, no public hearing was required.

Staff should destroy all copies of policy # 3.03-4 DOC, effective 04/11/05, and retain this version -- #3.03-4A DOC, effective 04/28/05.

II.C. RIDOC, in accordance with Executive Order 93-10 05-01 (Equal Opportunity and ~~Affirmative Action~~ Policy Promotion of Equal Opportunity and the Prevention of Sexual Harassment in State Government), ... on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability or other status protected by law.

III.A. Equal Employment Opportunity/~~Affirmative Action~~ Officer and Americans with Disabilities Coordinator:

Every reference to Equal Employment Opportunity/Affirmative Action Officer was changed to Equal Employment Opportunity Officer/Americans with Disabilities Coordinator (EEOO/ADA Coordinator).

All references to 9.47-1 DOC have been changed to 3.29 DOC, Workplace Conflict/Violence, or a successive policy.

- III.A.1. The designated ~~EEO/AA Officer~~ EEOO/ADA Coordinator ~~attends equal opportunity training sessions as required and provided by the State's Equal Employment Opportunity Officer~~ shall annually attend one (1) Equal Employment Opportunity Session (formerly item III.A.3.e.1.)

References to procedures outlining supervisors'/managers'/response to complaints and methods of resolution have been removed from this policy, and can now be found in policy 3.27 DOC, Supervisor/Manager Response to Complaints of Alleged Discrimination, Sexual Harassment, Workplace Conflict and/or Violence, or a successive policy (formerly found in sections III.F.5.h. and i.).

- III.F.6.b.(1)(a) Office of Personnel Administration's Complaint Information Form, RIEOO-03-87 Revised ~~1993~~ 2003 (Attachment 3 2), ...
- III.F.6.b.(2) ... 180 Westminster Street, 3rd Floor, Providence, Rhode Island, 02903 (401) 222-26621.
- III.F.6.b.(3) Governor's Commission on Disabilities, 41 Cherry Dale Court, Cranston, Rhode Island, 02920. Telephone number (401) 462-0100, fax number (401) 462-0106, TTY (401) 462-0101.

- III.G.1. Americans with Disabilities/Vietnam Era Veterans:

As provided for in the Americans with Disabilities Act of 1990, RIGL § 28-5.1 et seq. ~~Executive Order 92-9~~, ... RIDOC also provides equal and accessible employment services to all persons including ...

- III.G.3. Reasonable Accommodations:

It is the policy ... Personnel Rule 3.096 regarding Reasonable Accommodations (Attachment 4 3).

- III.G.3.b.(1) Requesting Reasonable Accommodations

~~In accordance with Personnel Rule 3.096, Reasonable Accommodations,~~
~~applicants~~ Applicants who seek ...

The Equal Employment Opportunity/Affirmative Action Interview Guide, formerly Attachment 2, has been deleted from the policy.

Persons responsible for implementing the provisions of this policy are also responsible for ensuring adequate supplies of attachments are available for use by staff.

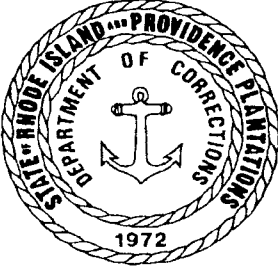
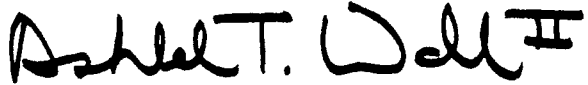
3.03-4 DOC; Equal Employment Opportunity / Affirmative Action
Revised 04/22/05
Page 3 of 3

Unless otherwise specified, unit/program/facility managers are responsible for ensuring subordinate staff are adequately trained in the contents of this policy.

This policy IS approved for inmate/public access.

CAO/gah
Enclosure

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 3.03-4A DOC	EFFECTIVE DATE: 04/28/05	PAGE 1 OF 17
	SUPERCEDES: 3.03-3 DOC and 3.03-4 DOC (eff. 04/11/05)	DIRECTOR: 	
SECTION: PERSONNEL		SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 28-5.1-1 et seq., Equal opportunity and Affirmative Action; § 28-5-1 et. seq., Fair Employment Practices; § 36-4-1 et. seq., State Merit System Law; Americans with Disabilities Act of 1990; Executive Order 05-01, Promotion of Equal Opportunity and the Prevention of Sexual Harassment in State Government; Veterans' Employment Emphasis Under Federal Contracts 38 U.S.C. § 4212, § 29 U.S.C., § 794, Nondiscrimination under Federal grants and programs; State Personnel Rules and Regulations, PR-3.092 - 3.096; Rhode Island Constitution Article 1, Section 2			
REFERENCES: ACA Standards # 3-4053 (Equal Employment Opportunity); 3-4053-1 (Reasonable accommodation); RIDOC policy # 3.06-2 DOC, Selection, Retention, and Promotion; 3.05-4 DOC; Sexual Harassment; 3.22 DOC, Union Representation in Employee Investigatory Interviews; 3.29 DOC, Workplace Conflict/Violence; Executive Order 05-02, Promotion of a Diverse State Government Workforce			
INMATE / PUBLIC ACCESS?		X YES	
AVAILABLE IN SPANISH?		X NO	

I. PURPOSE:

To specify guidelines and procedures for administering a program of equal employment opportunity and affirmative action consistent with all governing Federal and State statutes, rules, regulations, and executive orders.

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RI SECRETARY OF STATE
ADMINISTRATIVE RECORDS

II. POLICY:

- A. The Rhode Island Department of Corrections (RIDOC), in accordance with Rhode Island General Law §28-5.1-1 et. seq. has established an Equal Employment Opportunity/Affirmative Action policy. This policy applies in all areas where the Department dollar is spent.
- B. RIDOC does hereby reaffirm its policy of equal employment opportunity for all qualified applicants and employees regardless of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability, or other status protected by law. All programs, training, activities, management practices, all phases of employment--including recruitment, selection, retention, placement, salary/wage, leave, lay-offs, transfers, recall from lay-offs, promotions, and discipline--and all other personnel actions by RIDOC are administered in a manner consistent with the intent of this policy.
- C. RIDOC, in accordance with Executive Order 05-01 (Promotion of Equal Opportunity and the Prevention of Sexual Harassment in State Government), reaffirms its commitment to demonstrating positive results in the employment, appointment, and delivery of services to racial/ethnic minorities, women, and the handicapped. In addition, RIDOC continues to strive to prevent and eliminate harassment, sexual harassment, or discrimination by supervisors or co-workers on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability or other status protected by law.
- D. All managers and supervisors, and ultimately the Corrections Director, are directly responsible for the implementation of this policy.

III. PROCEDURES:

- A. Equal Employment Opportunity Officer and Americans With Disabilities Coordinator:

An Equal Employment Opportunity Officer and Americans with Disabilities Coordinator (hereinafter referred to as EEOO/ADA Coordinator) is appointed by the Corrections Director. S/he reports to the Director or designee. The EEOO/ADA Coordinator assists in the annual development, semi-annual review, and enforcement of RIDOC's Affirmative Action Plan and of all commitments to

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RI SECRETARY OF STATE
ADMINISTRATIVE RECORDS

equal employment opportunity/affirmative action. (For specific duties of EEOO/ADA Coordinator, see sections III.C. and D.)

1. The designated EEOO/ADA Coordinator shall annually attend one (1) Equal Employment Opportunity Training Session.

B. State Equal Opportunity Office Liaison:

The State Equal Opportunity Office of the Rhode Island Department of Administration assigns an Equal Opportunity Officer as Liaison to RIDOC. S/he serves as a resource and advisor to RIDOC in all matters pertaining to Equal Employment Opportunity and Affirmative Action, including the development, review, and enforcement of RIDOC's Affirmative Action Plan and overall commitment to equal employment opportunity/affirmative action.

C. Equal Opportunity Advisory Committee:

An Equal Opportunity Advisory Committee (hereinafter referred to as the Committee) is established, consistent with State Equal Opportunity Office policy. The Committee is responsible for assisting in the preparation and review of RIDOC's Affirmative Action Plan, as well as making recommendations to the Director or designee regarding improvements to RIDOC's ongoing equal employment opportunity/affirmative action efforts.

1. Application Process:

- a. Membership is voluntary.
- b. RIDOC's EEOO/ADA Coordinator informs all managers of the application period. Managers are responsible for disseminating this information to all subordinates.
- c. Interested persons complete Equal Opportunity Advisory Committee Application Forms (Attachment 1), available from RIDOC's Office of Human Resources, and forward them to the EEOO/ADA Coordinator.
- d. The EEOO/ADA Coordinator sends a consolidated list of Committee applicants to the Director or designee for review and approval.

- e. Once approved, the EEOO/ADA Coordinator sends a memorandum to all managers and Committee members informing them of Committee appointments.

2. Membership:

- a. The members of this Committee serve 2-year terms.
- b. Memberships are not limited to any specific number of terms. Interested employees may reapply for membership as often as they desire.
- c. Committee members may be removed by the Corrections Director for reasons including, but not limited to, those found in the Committee's by-laws.

3. Functions/Duties:

- a. The EEOO/ADA Coordinator, and the State Equal Opportunity Officer Liaison serve as resources and advisors to the Committee.
- b. The Committee confers with the Director or designee, the EEOO/ADA Coordinator, and the State Equal Opportunity Officer Liaison on all matters pertaining to Equal Opportunity and Affirmative Action.
- c. The Committee elects a Chairperson, whose duties include maintaining order, assuring fair participation from all members, and ensuring the Committee adheres to the agenda.
- d. The Committee elects a Secretary, who is responsible for preparing and distributing an agenda prior to each meeting and maintaining minutes of meetings.
 - (1) The Secretary sends meeting minutes to all Committee members, the State Equal Opportunity Office, and Corrections Director.
- e. The Committee convenes as required to develop an Affirmative Action Plan in accordance with RIGL § 28-5.1-1 et seq. and State Equal Opportunity Office guidelines, evaluate the progress of the

goals/objectives stated in the Plan, and discuss any other equal opportunity issues within RIDOC which may impact the Affirmative Action Plan. (See section III.E., Affirmative Action Plan.)

D. Comprehensive Equal Opportunity/Affirmative Action Program:

RIDOC's Affirmative Action Committee and EEOO/ADA Coordinator are responsible for developing, implementing, and monitoring a comprehensive Equal Opportunity and Affirmative Action Program. In accordance with State Merit System Law and Personnel Rules and Regulations, and in keeping with the goals/objectives of the Affirmative Action Plan, RIDOC takes affirmative steps to recruit and refer members of protected groups for Departmental vacancies.

1. The EEOO/ADA Coordinator, in consultation with the Equal Opportunity Advisory Committee, is responsible for developing RIDOC's Affirmative Action Plan, as described in section III. E., below.
2. In addition, the EEOO/ADA Coordinator is also responsible for:
 - a. Posting notices of training sessions and encouraging employees to participate.
 - b. Publicizing internally the State's policy and procedures for processing discrimination grievances.
 - c. Investigating discrimination complaints and following them through to satisfactory resolutions.
 - d. Counseling employees regarding their equal employment opportunity/affirmative action rights and responsibilities under governing Federal and State statutes, as well as RIDOC policies and procedures.
 - e. Serving as a resource for employees regarding upward mobility/career ladders.
 - f. Notifying the State Equal Opportunity Office Liaison of all job vacancies.

- g. Reviewing Federal and State equal opportunity laws, rules and regulations to ensure compliance in all phases of employment activities.
- h. Communicating/reporting weekly, monthly, and quarterly to the State Equal Opportunity Office, R.I. Department of Administration, regarding personnel actions, including persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within the Department.

E. Affirmative Action Plan:

1. RIDOC prepares an annual Affirmative Action Plan (AAP), in accordance with the criteria and deadlines set forth by the State Equal Opportunity Office, R.I. Department of Administration.
 - a. All managers and supervisors are responsible for working with the Department's Equal Opportunity Advisory Committee, Office of Human Resources, the State Equal Opportunity Liaison, and the EEOO/ADA Coordinator in the development of goals and timetables for affirmative actions.
2. The responsibility for coordinating the overall AAP rests with the EEOO/ADA Coordinator and Equal Opportunity Advisory Committee. S/he will:
 - a. Develop a policy statement and AAP based on the current work force analysis, which is provided by the Office of Human Resources.
 - b. Implement and monitor the AAP.
 - c. Monitor and evaluate the AAP on an ongoing basis for attainment of goals/objectives.
 - d. Make suggestions to the Director or designee regarding possible improvements to the Department's equal employment opportunity/affirmative action efforts.
3. The Committee convenes as required to develop the Department's AAP in accordance with RIGL §28-5.1-3 and State Equal Opportunity Office guidelines.

-
- a. The Department's EEOO/ADA Coordinator and the State Equal Opportunity Office Liaison regularly attend Committee meetings and serve in a resource and advisory capacity.
 4. Once the AAP is developed, the Committee Chairperson submits a draft of the AAP to the Director or designee for review and approval.
 - a. The Director retains ultimate responsibility for the contents of the AAP and may override the Committee's recommendations/decisions at any time.
 5. In accordance with RIGL §28-5.1-3 and State Equal Opportunity Office guidelines, the Department's AAP for the upcoming fiscal year is submitted to the State Equal Opportunity Office and the State House Fiscal Advisor. In addition, a copy of the AAP is forwarded to the Speaker of the House's Office, as directed annually by the State Equal Opportunity Office.
 - a. In accordance with RIGL §28-5.1-3, the Evaluation portion of the AAP contains sufficient data so as to enable the State Equal Opportunity Office and the House Fiscal Advisor to determine whether RIDOC has attained the hiring goals contained in its AAP for the previous fiscal year.
 6. The Committee continues to meet as required to prepare and submit (a) progress report(s) to the Director or designee on the attainment of goals/objectives stated in the Affirmative Action Plan.
- F. Formal Grievances/Complaints Regarding Discrimination:
1. RIDOC accepts complaints and employee grievances regarding issues of harassment, sexual harassment, or discrimination that are based on race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability, or other status protected by law.
 2. It is an employee's or applicant's prerogative to file **either** an internal (RIDOC) complaint or one with an appropriate external agency.
 3. For procedures relating to complaints of sexual harassment, please see policy 3.05-4 DOC, Sexual Harassment, or its successor.

4. For procedures relating to complaints that do not relate to status in a protected class, please see policy 3.29 DOC, Workplace Conflict/Violence, or its successor.
5. Internal Complaints
 - a. The aggrieved employee may opt to submit a written complaint to:
 - (1) his/her immediate supervisor; or
 - (2) next level in the chain of command (if complaint is against immediate supervisor); or
 - (3) Department's EEOO/ADA Coordinator.
 - b. Applicants (i.e., persons not already employed by the RIDOC) must file (internal) complaints with RIDOC's EEOO/ADA Coordinator.
 - c. While initial notification may be verbal, written reports are required of all complainants and witnesses, as soon as practicable.
 - d. Any supervisor or manager who receives a complaint must take preventive or corrective action without delay, to include recommending disciplinary action.
 - e. The supervisor/manager who receives such a complaint notifies the facility/unit manager(s) unless that manager is the accused.
 - f. The Associate Director of Human Resources, the Executive Counsel, and/or their designees assist supervisors/managers, as requested.
 - g. The supervisor/manager shall conduct an investigation into the alleged incident/conduct.
 - (1) Reference policy 3.22 DOC, Union Representation in Employee Investigatory Interviews or a successive policy.
 - (2) Reference policy 3.27 DOC, Supervisor/Manager Response to Complaints of Alleged Discrimination, Sexual Harassment, Workplace Conflict, and/or Violence or a successive policy.

6. External Complaints

- a. Once a complainant files a formal complaint with an external agency (such as the RI Commission for Human Rights), that external agency notifies RIDOC of the complaint, and RIDOC cooperates with the external agency in an attempt to resolve the issue. The external agency is the higher authority relative to the final legal resolution of the complaint. Any communications relative to the filing of external complaints shall be forwarded to RIDOC's Office of Legal Counsel.
- b. Said complaint may be filed formally with any one of the following agencies external to the Department:
 - (1) The Rhode Island Department of Administration's State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island, 02908 within ten (10) working days from the knowledge of the alleged incident of discrimination, unless the discrimination is ongoing.
 - (a) Complainant files by completing the Office of Personnel Administration's Complaint Information Form, RIEOO-03-87 Revised 2003 (Attachment 2), available from the State Equal Opportunity Office or the Department's Office of Human Resources.
 - (2) The Rhode Island Commission for Human Rights, 180 Westminster Street, 3rd Floor, Providence, Rhode Island, 02903 (401) 222-2661.
 - (a) Complainant contacts the Commission for Human Rights via telephone. An Information Officer takes the complaint over the telephone and forwards a Discrimination Questionnaire to the complainant.
 - (3) Governor's Commission on Disabilities, 41 Cherry Dale Court, Cranston, Rhode Island, 02920. Telephone number (401) 462-0100, fax number (401) 462-0106, TTY (401) 462-0101.

- (4) The Federal Equal Employment Opportunity Commission (EEOC), Boston Area Office, JFK Federal Building, Room 475, Boston, Massachusetts, 02203 (617) 565-3200 or 1-800-669-4000.
- (a) Complainant may file charge(s) in person, by mail, or by telephone.

G. Americans with Disabilities/Vietnam Era Veterans:

1. As provided for in the Americans with Disabilities Act of 1990, RIGL §28-5.1 et seq. , and the Veterans' Employment Emphasis Under Federal Contracts, the Department is further firmly committed to equal opportunity/affirmative action concepts for qualified persons with disabilities, disabled veterans, and Vietnam Era Veterans. RIDOC also provides equal and accessible employment services to all persons including persons with disabilities.
2. Recruitment of Individuals with Disabilities and Vietnam Era Veterans:

RIDOC continues to take affirmative steps in the recruitment of individuals with disabilities and Vietnam Era Veterans, in accordance with State Merit System Law and State Personnel Rules and Regulations, by sending all job postings to agencies and organizations which serve these populations.
3. Reasonable Accommodations:

It is the policy of the RIDOC to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment in accordance with Personnel Rule 3.096 regarding Reasonable Accommodations (Attachment 3).
 - a. The Director of the Rhode Island Department of Corrections shall designate an EEOO/ADA Coordinator. The EEOO/ADA Coordinator is responsible for the implementation of Personnel Rule 3.096 within the Department.
 - b. Requesting Reasonable Accommodation
 - (1) Applicants who seek reasonable accommodation during the interview and selection process must contact RIDOC's EEOO/ADA Coordinator and explain their need for

accommodation at least five (5) business days prior to the interview or other activity at which they would need the accommodation. (See policy #3.06-2 DOC, Selection, Retention, and Promotion, or a successive policy.)

- (2) Applicants who seek a reasonable accommodation and who have been extended a "conditional offer of employment" by the Department, when accepting that offer, shall be given a "Reasonable Accommodation Request Form" (CS-388A) (Attachment 4) by Human Resources Support Staff to complete and return to the Human Resources Support Staff member. (See policy #3.06-2 DOC, Selection, Retention & Promotion, or a successive policy.) Human Resources Support Staff forward the completed request to the Department's EEOO/ADA Coordinator and place a copy of this form in the position work file.
- (3) Current employees who seek reasonable accommodation, including those collecting Workers' Compensation benefits, may obtain a "Reasonable Accommodation Request Form" (CS-388A), from the Department's EEOO/ADA Coordinator or from the Department's Personnel Office. The completed form must be returned to the EEOO/ADA Coordinator for processing. A copy is placed in the employee's medical file.
- (4) Current employees who are/or have been collecting Workers' Compensation benefits and wish to return to work and need a reasonable accommodation must obtain a "Reasonable Accommodation Request Form" (CS-388A), from the Department's EEOO/ADA Coordinator or Personnel Office. The employee must return the completed form to the Department's EEOO/ADA Coordinator or to the Department's Personnel Office. Human Resources Support Staff forward the completed request to the Department's EEOO/ADA Coordinator and place a copy of the completed form in the employee's medical file.

c. Procedures to Determine Reasonable Accommodation

- (1) The EEOO/ADA Coordinator and the employee's immediate supervisor (or applicant's prospective immediate supervisor)

meet, look at the particular job involved, and determine the job's purpose and its essential functions.

- (2) The employee/applicant identifies, to the agency's EEOO/ADA Coordinator and supervisor, his/her specific abilities and limitations as they relate to the essential job functions, identifies the barriers to job performance, and assesses how these barriers could be overcome with an accommodation.
- (3) In consultation with the employee/applicant, the agency's EEOO/ADA Coordinator and supervisor identify potential accommodations and assess how effective each would be in enabling the employee/applicant to perform the essential job functions. If this consultation does not identify an appropriate accommodation, it is the responsibility of the EEOO/ADA Coordinator to contact the Department of Human Services' Office of Rehabilitative Services, 40 Fountain Street, Providence, RI, to seek technical assistance.
- (4) If there are several effective accommodations that would provide equal employment opportunity, the EEOO/ADA Coordinator must consider the preference of the employee/applicant and select the accommodation that best serves the needs of both the employee/applicant and the Department.
- (5) If more than one accommodation would be effective, or if the employee/applicant would prefer to provide his/her own accommodation, the EEOO/ADA Coordinator may give the employee/applicant's preference first consideration. However, the State is free to choose among effective accommodations and may choose one that is less expensive or easier to provide.
 - (a) Should the employee/applicant for any reason be unable or unwilling to continue to provide the accommodation, s/he shall notify the Department's EEOO/ADA Coordinator or Human Resources Support Staff, who will notify the Department's EEOO/ADA Coordinator. The EEOO/ADA

Coordinator shall initiate discussion with the employee/applicant and the immediate supervisor to determine reasonable accommodation to be provided by the Department.

d. Purchase of Equipment or Devices (Auxiliary Aids)

If the accommodation requires obtaining equipment or devices (auxiliary aids), the EEOO/ADA Coordinator:

- (1) Contacts the Governor's Commission on the Handicapped (Central ADA Equipment Pool) to determine if equipment in the pool meets the need of the employee/applicant. If the equipment is available, the EEOO/ADA Coordinator arranges to have that equipment assigned to the employee/applicant.
- (2) Determines the cost of purchase or modifying the equipment. If the cost is more than the Department is authorized to spend, the EEOO/ADA Coordinator forwards a request, in writing, to obtain or modify equipment/devices to the Chairperson, ADA Equipment Subcommittee, Governor's Commission on the Handicapped. The Equipment Subcommittee reviews the request with all concerned persons: the employee/applicant; appropriate agency personnel; and the Office of Rehabilitative Services. If there is agreement by all parties, the ADA Equipment Subcommittee arranges for its purchase. The state Central ADA Equipment Pool (and not the Department) obtains or modifies equipment or devices.
- (3) Purchases or modifies equipment that will cost less than the Department is authorized to spend.

e. Use of the Auxiliary Aid (Equipment or Devices)

- (1) The auxiliary aid is used by the employee while the employee/applicant is employed by the Department, or until the employee's job can no longer be accommodated with that auxiliary aid.
- (2) If the auxiliary aid was purchased by the Department (and not the State Central ADA Equipment Pool) and the employee

transfers to another state job, not under the control of the Department which purchased the auxiliary aid, the purchasing agency arranges for the auxiliary aid to be declared "surplus property" in accordance with state surplus property regulations and transfers title of that auxiliary aid to the new employing agency. The original agency is reimbursed by the new employing agency for the current value of the auxiliary aid.

- (3) If the auxiliary aid was purchased by the state Central ADA Equipment Pool (and not the Department) and the employee transfers to another job in another state agency, the Department's EEOO/ADA Coordinator notifies the Governor's Commission on the Handicapped's Central ADA Equipment Pool that the employee and the auxiliary aid have been transferred to the new agency.
 - (a) The EEOO/ADA Coordinator makes arrangements with the new employing agency's EEOO/ADA Coordinator to physically transfer the auxiliary aid.
- (4) If the auxiliary aid was purchased by the state Central ADA Equipment Pool and the employee leaves state employment, the Department's EEOO/ADA Coordinator arranges to have the auxiliary aid transferred to the Central ADA Equipment Pool.
- (5) If the auxiliary aid was purchased by the Department and the employee leaves state employment, the EEOO/ADA Coordinator arranges for the auxiliary aid to be declared "surplus property" and transfers title of that auxiliary aid to the Central ADA Equipment Pool.

f. Alteration of Facilities for Reasonable Accommodation

- (1) If the accommodation requires making facilities "readily accessible to and usable by" the employee/applicant and costs more than the amount the Department is authorized to purchase through a direct purchase order, the State Handicapped Accessibility Renovation Program (and not the agency) makes those renovations or alternations. The

EEOO/ADA Coordinator requests such in writing to the Chairperson, Standing Committee on Accessibility, and Governor's Commission on the Handicapped.

- (2) If the accommodation requires making facilities "readily accessible to and usable by" the employee/applicant and costs less than the amount the agency administrator is authorized to purchase through a direct purchase order, the Department (and not the State Handicapped Accessibility Renovation Program) makes those renovations or alterations. The EEOO/ADA Coordinator is responsible for coordinating and purchasing such alterations.

g. Consultation with Collective Bargaining Unit Representatives

- (1) If the accommodation requires restructuring a job by reallocation or redistribution of marginal job functions; OR altering when or how an essential job function is performed; OR reassignment to a vacant position within the control of the agency; AND a collective bargaining agreement would be affected by that reasonable accommodation, the Department's EEOO/ADA Coordinator and the employee shall consult with representatives of the affected collective bargaining unit before implementing the accommodation.
 - (a) The EEOO/ADA Coordinator or designee notifies the Department of Administration's Office of Labor Relations of any reasonable accommodations that affect existing collective bargaining agreements.

h. Process to Resolve Disagreements With Regard to the Provision of Reasonable Accommodation

- (1) Applicants and employees who disagree with the EEOO/ADA Coordinator's recommendations regarding the type of reasonable accommodation to be provided may appeal the EEOO/ADA Coordinator's decision.
 - (a) If and when the EEOO/ADA Coordinator determines that no agreement will be reached to the

applicant/employee's satisfaction, or upon the applicant/employee's request, the EEOO/ADA Coordinator provides the applicant/employee with form CS-388B, "Reasonable Accommodation Appeal Form" (Attachment 5). The applicant/employee returns the completed CS-388B to the EEOO/ADA Coordinator. The EEOO/ADA Coordinator contacts the Administrator of the Office of Rehabilitative Services, Department of Human Services, to arrange for a job analysis to be performed by the Office of Rehabilitative Services or their approved vendor. The results of that job analysis are presented to the applicant/employee within sixty (60) calendar days of the appeal of the EEOO/ADA Coordinator's decision by the Office of Rehabilitative Services (DHS).

1. If the results of the job analysis demonstrate that the EEOO/ADA Coordinator's recommendation would not enable the employee to perform the essential functions of the job, the EEOO/ADA Coordinator arranges for the reasonable accommodation recommended by the Office of Rehabilitative Services or their vendor.
2. If the results of the job analysis demonstrate that the EEOO/ADA Coordinator's recommendation would provide an effective accommodation that would provide equal employment opportunity, the EEOO/ADA Coordinator arranges for that reasonable accommodation.

i. Establishing Job-Related Qualification Standards

- (1) The ADA does not restrict an employer's authority to establish needed job qualifications, including requirements related to:
 - (a) Education;
 - (b) Skills;
 - (c) Work experience;

- (d) Licenses or Certification;
 - (e) Physical and mental abilities;
 - (f) Health and safety; or
 - (g) Other job-related requirements, such as judgment, ability to work under pressure and interpersonal skills.
- (2) An employer may establish physical or mental qualifications that are necessary to perform specific jobs (for example, jobs in the transportation and construction industries; police and firefighter jobs; security guard jobs) or to protect health and safety. However, as with other job qualification standards, if physical or mental qualification standards screen out an individual with a disability or a class of individuals with disabilities, the employer must be prepared to show that the standard is:
- (a) job-related; and
 - (b) consistent with business necessity.

PERSONNEL\3.03-4 DOC\POLICY

RECEIVED
APR 28 2005
TERRY SECRETARY OF STATE
ADMINISTRATIVE RECORDS

**Rhode Island Department of Corrections
EQUAL OPPORTUNITY ADVISORY COMMITTEE**

APPLICATION FORM

The Equal Opportunity Advisory Committee is dedicated to establishing the Rhode Island Department of Corrections as an area of equal opportunity for all employees.

The Committee appreciates and values your interest in the future of this Department.

Be advised that as a Committee member, you will be asked to attend Committee meetings in addition to submitting reports to the Committee at various times.

Please complete the information listed below. You will be notified when to attend a Committee meeting.

INFORMATION

NAME: _____ DATE: _____

POSITION: _____

WORK TELEPHONE #: _____

Please give a brief description of reason(s) why you desire to become a Committee member:

Contact Person: George Truman
Associate Director, Human Resources
39 Howard Avenue
462-5122

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
Equal Opportunity Office

COMPLAINT INFORMATION FORM

1. Complainant Information:
State your name and address:

City State Zip Code

Telephone Number (S)

Work: _____

Home: _____

2. Name of Department

3. Name of Immediate Supervisor:

4. Respondent Information:
Name and address of agency involved:

City State Zip Code

5. Name and Title of person(s) charged:

6. Date of alleged violation:

7. Place of alleged violation:

(_____)

Case Number

8. Basis alleged Complaint:

_____ Race/Color: Specify _____

_____ Sex: ___ Male ___ Female _____

_____ Age: ___ Date of Birth _____

_____ National Origin: Specify _____

_____ Disability _____

_____ Religion: Specify _____

_____ Sexual Harassment

_____ Sexual Orientation

_____ Gender Identity or Expression

9. Nature Change:

_____ Hiring

_____ Compensation

_____ Job Classification

_____ Discharge/Termination

_____ Promotion

_____ Training

_____ Demotion

_____ Qualifications/testing

_____ Layoff

_____ Recall

_____ Seniority

_____ Intimidation/Reprisal

_____ Harassment

COMPLAINT INFORMATION FORM

(Continued)

10. Explain briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining you your case.

11. Why do you believe these events occurred?

12. Have you brought this changed to anyone else's attention?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

Complainant Signature

Date

Interviewing Officer

Issued by the RI Department of Administration, Division of Human Resources,
Office of Personnel Administration

I. STATEMENT OF PURPOSE

It is the policy of the State of Rhode Island to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. The State of Rhode Island will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity to qualified persons with disabilities. Reasonable accommodations shall be provided in a timely and cost-effective manner.

II. REQUESTING A REASONABLE ACCOMMODATION

(a) For applicants who are seeking a reasonable accommodation during the interview and selection process, they contact the agency's appointing authority, personnel officer, or ADA Coordinator and explain their need for an accommodation at least five (5) business days prior to the interview or other activity at which they would need the accommodation.

(b) For applicants who have been extended a "conditional offer of employment" by the state, when accepting that offer, shall complete the "Reasonable Accommodation Request" Form (CS-388A) and return it to the appointing authority, or her/his designee who will forward it to the agency's ADA Coordinator.

(c) For current employees (including those collecting worker's compensation benefits), they contact their agency's ADA Coordinator and complete the "Reasonable Accommodation Request" Form (CS-388A). The ADA Coordinator may assist the employee complete this form.

III. PROCEDURES FOR ACCOMMODATING EMPLOYEES WITH DISABILITIES

State agencies must follow the procedures for determining the appropriate accommodation and implementing that accommodation contained in the State of Rhode Island Personnel Policy Manual.

REASONABLE ACCOMMODATION REQUEST FORM

(Please forward initially to the ADA Coordinator of your Agency)

**3.03-4 DOC
Attachment 4
Page 1 of 2**

Name: _____ Day Phone # (VOICE) _____
 Please print-Last Name, First Name, MI (TDD/TT) _____ Social Security Number _____

Current Title in State Government (if applicable): _____

Classification Title (Offered): _____

I am an applicant/employee for the position named above and may require a "reasonable accommodation" to perform the essential function(s) of the job. I hereby request that the ADA Coordinator and/or other individuals identified in the Reasonable Accommodation Policy of the State of Rhode Island contact me regarding this need for reasonable accommodations and authorize them to verify this request. I do hereby waive my rights of confidentiality of information (medical/personnel or otherwise) so that pertinent information will be forwarded to other departments for processing. I understand that I have a right to appeal the decision of the ADA Coordinator noted below. Upon appeal, a job analysis by the Office of Rehabilitative Services or its designated vendor, will be completed and a recommendation made within 60 calendar days of the receipt of such request.

PLEASE DESCRIBE BELOW THE ACCOMMODATION YOU MAY NEED: _____

I AUTHORIZE _____ TO RELEASE MY MEDICAL RECORDS TO VERIFY MY NEED FOR
 (Health Professional's Name) A REASONABLE ACCOMMODATION DUE TO MY DISABILITY.

Health Professional's Name: _____ Phone #: _____
 Address: _____

Applicant/Employee Signature

Date

Union Official's Signature/Title (if necessary)

Date

DO NOT WRITE BELOW THIS LINE

1. Agency ADA Coord./Appt. Auth. Response: _____ Approved _____ Not Needed _____ Denied

Authorized Name (Print)

Authorized Signature

Date

2. Office of Rehabilitative Services Response: _____ Approved _____ Not Needed _____ Denied

Authorized Name (Print)

Authorized Signature

Date

3. ADA Equipment Committee Response: _____ Approved _____ Not Needed _____ Denied

Authorized Name (Print)

Authorized Signature

Date

4. If Workers' Compensation Disability:

Workers' Compensation Response:

_____ Approved _____ Not Needed _____ Denied

Authorized Name (Print)

Authorized Signature

Date

PLEASE COMPLETE REVERSE SIDE ONCE ACCOMMODATION HAS BEEN APPROVED

Description of Approved Reasonable Accommodation

APPROVED BY:
Appointing Authority

Name (Please Print)

Agency (Please Print)

Signature

Date

ACCEPTED BY:
Employee/Applicant

Name (Please Print)

Signature

Date

Union Official Signature/Title (if necessary)

Date

Forward a copy of the Approved Reasonable Accommodation Form to:
State ADA Coordinator
Governor's Commission on the Handicapped
555 Valley Street, Bldg. 51
Providence, RI 02908-5686

EACH SIGNATORY MUST RECEIVE A SIGNED ORIGINAL

Agency ADA Coordinator shall retain the signed original in a confidential file

REASONABLE ACCOMMODATION APPEAL FORM

3.03-4 DOC
Attachment 5
Page 1 of 1

Name: _____ Day Phone #: (VOICE) _____
Please print-Last Name, First Name, Middle Initial (TDD/TT) _____

Social Security Number: _____

Current Classification Title (If Applicable): _____

Classification Title (Offered): _____

I wish to appeal the decision rendered by the ADA Coordinator concerning my need for reasonable accommodation(s) to perform the essential functions of the class identified herein. It is my request that a Job Analysis be undertaken, by the Office of Rehabilitative Services (ORS) or its designated vendor, to determine the appropriate accommodation.

 Applicant / Employee Signature

 Date

 Union Official Signature / Title (if necessary)

----- DO NOT WRITE BELOW THIS LINE -----

Office of Rehabilitative Services / Vendor:

Job Analysis Results: (additional sheets may be attached)

Accommodation Suggested: (additional sheets may be attached)

 Analyst Name (please print)

 Analyst Signature

 Date

 Agency / Vendor Name (please print)

Attach this form to the Reasonable Accommodation Request Form.

PART III

PLAN ADMINISTRATION



Department of Corrections

July 1, 2005

POLICY STATEMENT

It is the policy of the Department of Corrections to assure and protect all applicants and employees against discrimination on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation/preference or gender identity or expression in their recruitment, hiring, promotion, transfer, discharge, compensation, demotions, appointments, disciplines, layoffs, recalls, benefits, service and other terms and conditions and privileges of employment.

All employment decisions within the Department will promote the principle of Equal Opportunity. All job vacancy notices (vacant, acting or temporary) will be posted in all facilities and on all bulletin boards throughout the Department.

Executive Order 05-01 has become an important aspect of our Equal Opportunity Program in order to assure that sexual harassment or harassment is not tolerated.

The Department of Corrections accommodates the religious observance and practices of employees or applicants unless such accommodation creates undue hardship on the Department.

The Department of Corrections is firmly committed to the concepts of Equal Opportunity and Affirmative Action for qualified persons with disabilities and will provide a reasonable accommodation for persons with disabilities.

The Department of Corrections is committed to providing fair and equitable service to the public and does not discriminate in any program or activity on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation/preference or gender identity or expression.

Responsibility for the Department's Equal Opportunity Program and the Americans with Disabilities Act of 1990/504 is assigned to George H. Truman, Jr., Associate Director Human Resources.

Ashbel T. Wall, II Director

EQUAL OPPORTUNITY ADVISORY COMMITTEE

A. Function:

1. The Committee Members shall serve on a rotating basis, two (2) years at a time.
2. The Committee Members will meet monthly or as required by the Chairperson to evaluate the progress of the Affirmative Action Program and discuss any other subjects pertaining to Equal Opportunity.
3. The Committee Members shall assist the Director and Office of Human Resources in preparing the Department's Affirmative Action Plan.
4. The Advisory Committee Members shall issue a semi-annual progress report Affirmative Action Plan, to the Director.
5. The Advisory Committee Members shall confer with the Director and the EEO Liaison Officer and Office of Human Resources on all matters pertaining to Equal Opportunity.
6. The Committee Members will advise and assist the Director and Office of Human Resources on needed changes and/or improvements in the Affirmative Action Plan and Equal Opportunity Program.
7. The Office of Human Resources shall serve in the capacity of an advisor to the Committee.
8. Any Committee member who misses more than three meetings without a reasonable excuse during the year will be automatically terminated from the Committee.
9. The Committee Members shall meet on a monthly basis and shall elect a Chairperson and Vice Chairperson whose duties include maintaining order, assuring fair participation from members and adherence to the agenda items. The Vice-Chairperson will officiate in the Chairperson's absence.

The Committee's Secretary shall be responsible for the preparation of the agenda prior to each meeting and maintaining minutes which will be distributed to each Committee Member, the Officer of Human Resources, State Equal Opportunity Office and the Director prior to the next scheduled meeting.

DEPARTMENT OF CORRECTIONS**EEO COMMITTEE MEMBERSHIP**

Name	Race/Sex	Positions	Location
Jacqueline Ming	Black/F	Sr. Word Processing Typist	PPR
Janice Connelly	White/F	Probation & Parole Officer I	BER
Charles Dawson	White/M	Clinical Psychologist	MED
Thomas Doyle	White/M	Correctional Officer Lt.	HSC
Ernest Myers	Black/M	Work Rehab. Program Supervisor	MIN
David Florio	White/M	Probation & Parole Supervisor	BER
Jane Ryan	White/F	Human Resources Technician	ADB
Geraldine Iadevaia	White/F	Pr. Equal Opportunity Officer	DOA
Linda Coletta	White/F	Fiscal Clerk	ADB
Karen Lombardo	White/F	Prin. Mgmt. & Methods Analyst	MAX
George Truman	White/M	Assoc. Director HR	ADB
Eva Soares	Black/F	Sr. Word Processing Typist	ADB
Robert Voisinet	White/M	Sr. Maintenance Tech.	MED
Colleen Capezza	White/F	Director of Nursing	MED
Juan Perez, Jr.	Hispanic/M	C.O. Hospital II	MD2
Richard Iadevaia	White/M	Public Health Ed. Spec.	MIN
Laura Queenan	White/F	Probation & Parole Aide	PP1

**DIVISION HEADS, SUPERVISORS, PERSONNEL,
HUMAN RESOURCES OFFICERS**

It shall be the responsibility of all Assistant Directors, Wardens, Supervisors, and personnel to enforce the Department's commitment to Affirmative Action and Equal Employment Opportunity in the administration and application of Department policies, rules and practices.

In addition, all managers and supervisors are responsible for working with the Department's Affirmative Action Officer/Associate Director Human Resources, in the development of goals and practices for affirmative action, and for demonstrating positive results in employment, appointment, and delivery of services while assisting in the Equal Opportunity and Affirmative Action Program for the Department. Such monitoring includes direct responsibility such as conducting training sessions, taking positive steps in preventing the harassment of employees, communicating to employees the importance of the agency's EEO and Affirmative Action policies, and review of agency's programs to remove impediments to goal attainment.

All employees are reminded that it is their responsibility to apply all laws, rules, regulations, policies and procedures fairly and impartially to all persons, without regard to race, color, sex, age, national origin, sexual orientation or gender identity or expression, physical or mental disability, religious affiliation or political opinion or affiliation. In addition, all employees are expected to exhibit an attitude of respect, courtesy and cooperation towards fellow employees and the public. Employees are expected to aid supervisors and managers in carrying out their responsibilities with regard to equal employment opportunity and affirmative action, and should be familiar with the Department's Affirmative Action Plan and, in a good faith effort, adhere to their assigned responsibilities within the plan.

AA/EO/ADA PROGRAM COORDINATOR

The assignment of responsibility for coordination of the overall Affirmative Action Plan and Equal Opportunity Program is delegated to George H. Truman Jr., Associate Director Human Resources. The following duties and responsibilities will be effectively maintained by the Associate Director Human Resources:

1. Implementation and monitoring the Affirmative Action Plan, development of a policy statement and AA plan based on the work force analysis.
2. Evaluating the Plan for effectiveness and making recommendations where appropriate.
3. Publicizing internally the State's Policy and procedures for processing discrimination complaints and follow them through to a satisfactory resolution.
4. Counsel employees regarding Equal Employment Opportunity.
5. Recruiting and referring minorities, the disabled and women for vacancies.
6. Notifying the State EO Office regarding job vacancies.
7. Reviewing Federal and State EO laws, rules and regulations in order to stay informed to ensure compliance in all phases of employment activities.
8. Reporting monthly and semi-annually to the State EO Office on all personnel actions.
9. Inform and advise the department regarding its obligations under the Americans with Disabilities Act of 1990 and 504 of the Rehabilitation Act of 1973.

DISSEMINATION OF EQUAL OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PLAN

The Equal Opportunity Policy and Affirmative Action Plan for the Department of Corrections will be publicized both internally and externally. Internally, it will be made available to all employees via Department Intranet. Employees will be notified of their rights and the availability of equal opportunity counseling by the Affirmative Action Officer, who will assist them in understanding the Plan, grievance procedures, and other matters concerned with affirmative action and equal opportunity.

The Director has assigned the staff to ensure total agency commitment to affirmative action and equal opportunity. All agency Administrators, Wardens and personnel officers, will be kept abreast of all current equal opportunity policies. All information regarding equal opportunity will be transmitted to staff, and bulletin boards will also be utilized.

Reports on appointments, promotions, transfers, and terminations will be recorded on a regular basis. There shall be a formal system for processing grievances and appeals alleging discrimination due to race, color, sex, age, religion, national origin, disability status, sexual orientation/preference or gender identity or expression.

Communication of Equal Opportunity policy and of counseling programs available is made by posted notices, internal memorandum and personnel contact by the Office of Human Resources to EO Office.

The exit interview procedure determines if employees are leaving the department due to discriminatory circumstances.

Externally, we will disseminate, as necessary and appropriate, the Department's affirmative action plan, policies and procedures to all those providing contractual services to the Department, other organized and interested organizations, all other appropriate persons, agencies in the Federal, State or municipal service, members of the general citizenry, those who may be interested in employment within the Department and those who may assist in our recruitment efforts.

DISCRIMINATION GRIEVANCE PROCEDURE

It is the policy of the Department of Corrections to prohibit any form of discrimination on the basis of race, color, sex, age, national origin, religion, handicap/disability status, veteran status, sexual orientation or gender identity or expression. Therefore, any employee of the Department of Corrections who wishes to make a complaint of discrimination on the basis of race, color, sex, age, national origin, religion, handicap/disability status, sexual orientation or gender identity or expression, will follow the procedure set forth below:

1. Complainant shall submit a written complaint to:
 - a) his/her immediate supervisor; or
 - b) next level in the chain of command (if complaint is against immediate supervisor); or
 - c) Department's EEO/AA Officer
2. Upon receipt of any such complaint, the investigating official is required to conduct an investigation and is required to draft a full report including a response to the accused, details of investigation, support documentation, conclusions on whether or not discrimination or a false accusation occurred.
3. The full report is forwarded to the Director, affected Assistant Director(s) and Associate Director of Human Resources. The impacted employees will receive outcome letters from the Associate Director of Human Resources.
4. Alternatively, the Associate Director of Human Resources may refer the matter to the Dispute Resolution Coordinator for appropriate action in accordance with policy 9.47-1 DOC.
5. All information gathered and any decisions pertaining to complaint resolution will be kept strictly confidential.

The Department of Corrections recognizes that some persons may, for a variety of reasons, be reluctant to follow the procedures outlined above. Therefore, the following resources are available to provide assistance and information to both State employees and applicants for State employment.

Geraldine Iadevaia
Equal Employment Opportunity Officer
Equal Employment Opportunity Commission
One Capitol Hill
Providence, RI 02903
Telephone Number: (401) 222-6398
TDD Number: (401) 222-6144 Fax Number: (401) 222-6378

RI Commission for Human Rights
10 Abbott Park Place
Providence, RI 02903
Telephone Number: (401) 222-2661
TDD Number: (401) 222-2664 Fax Number: (401) 222-2616

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Corrections

July 1, 2005

POLICY

CONTRACTS

The Department of Corrections complies with RIGL 37 Chapter 14.1 and Executive Order 92-4 and is in compliance with the rules and regulations promulgated by the Director of Purchasing regarding contractual agreements.

The Department will further continue to seek out and promote the inclusion of minority owned businesses in its procurement process. This policy shall be posted on all bulletin boards and will be continued as standard operating procedures for the Department of Corrections. Please contact Richard Frechette, Associate Director of Financial Resources at (462-2555) for further information.

Ashbel T. Wall, II
Director



Department of Corrections

July 1, 2005

SERVICES DELIVERY

PROGRAM SERVICES

The Department of Corrections is committed in providing fair and equitable service to the public. The Department will not discriminate in any program or activity on the basis of race, color, religion, national origin, age, handicap, sexual orientation or gender identity or expression. The policy of Program Services will be posted on all bulletin boards in an area available to employees and the public.

The Department of Corrections does hereby reaffirm its policy of fairness and non-discrimination in the control in inmate behavior. No person in the employ of the Department shall engage in any practice that is discriminatory, unfair or excessive while managing or in the process of controlling inmates and/or inmate behavior. Employment in the Department and all its facilities shall be subject to the same affirmative action standards applied under R.I. General Law 28-5.1 to every state unit of government, in addition to applicable federal requirement. Please contact George H. Truman Jr., Associate Director Human Resources, for additional information.

Ashbel T. Wall, II
Director



Department of Corrections

July 1, 2005


POLICY

Compliance with Sex Discrimination Guidelines

The Department of Corrections is committed to comply with the following procedure and practices.

1. The Department of Corrections will under no circumstances express a preference of a particular sex in an effort to recruit by utilizing the print or electronic media.
2. The Office of Human Resources will under no circumstances express a preference of a particular sex in an effort to recruit by utilizing the print or electronic media.
3. The Department of Corrections will not tolerate any form of sexual harassment in the workplace. All written policies and procedures concerning sexual harassment will be posted on all departmental bulletin boards and will be emphatically enforced.
4. The Department of Corrections through the Human Resources Office guarantees that employees and applicants of both sexes shall have an equal opportunity to be placed in any position to which they are qualified.
5. There will be no distinction based upon sex in any cases of employment opportunities, wages, hours of work, employee benefits or any other conditions of employment.
6. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. When female employees meet the minimum length of service requirement for leave time, she is granted a childbearing leave.
7. Where seniority lists or lines of progression are used they shall not be based on any employee's sex.

8. Salaries and wage schedules will not be based on an employee's sex.
9. As openings occur, the Department will take affirmative action to recruit and place women in those jobs in which we have determined that females are under utilized.
10. Women will have equal opportunity to participate in training programs sponsored by the Department, and special efforts will be made to include women in any management training programs that are offered.
11. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the Department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.

A handwritten signature in black ink, reading "Ashbel T. Wall, II". The signature is written in a cursive, slightly stylized font. The first name "Ashbel" is written in a more compact, cursive style, while "T. Wall, II" is written in a more open, cursive style. The signature is positioned above a horizontal line.

Ashbel T. Wall, II
Director

COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN DISCRIMINATION GUIDELINES

The Department of Corrections accommodates the religious observance and practices of employees or applicants unless such accommodation creates undue hardship on the Department.

All employees are granted four (4) personal days a year according to Personnel Rules which can be utilized for religious observances.

NONDISCRIMINATION (41 C.F.R. S 60-50.5 (1983))

The Department of Corrections will not discriminate against any employee or applicant because of race, color, sex, religion, age, national origin, disability, sexual orientation/preference or gender identity or expression in implementing its Equal Opportunity policy.

PART IV

PROGRAM SUMMARY

PROGRAM EVALUATION SUMMARY

The Rhode Island Department of Corrections, under the administration of Director, Ashbel T. Wall, is committed to the Affirmative Action/Equal Opportunity Program of the Department of Corrections.

A review of the 2004/2005 Affirmative Action Plan statistical summary reflects that the Department exceeded its Affirmative Action goals in its hiring of minorities and women in the Professionals and Protective Service job categories. The Department also exceeded its goal of hiring women in the Administrator's job category, but because of minimal recruitment in this category, was unable to meet the full affirmative action goal. A review of the applicant flow data summary indicates that the Department hired 2 minorities, which was one more than our goal, in the Administrative Support category, but because of transfers and terminations, was unable to meet the full affirmative action goal in this category. The department currently employs 13% Minorities, 24% Females and .8% Disabled.

The Director and the Office of Human Resources continues to utilize an interviewing process, which involves the selection of an Affirmative Action Interview Panel (4 members with at least one female and one minority) who will interview the prospective candidates for the position in question; reach a consensus and recommend a qualified candidate to the Director. In addition, the Director has made a strong commitment to hiring individuals who possess special language capabilities to reflect the Department's client population.

The Affirmative Action Advisory Committee will continue to meet and monitor the Affirmative Action Plan and report to the Director. In the areas of training, work environment, personnel policies and practices, the department maintains a strong commitment to alleviate discrimination and harassment. The Department's Training Division provides all staff with training that is both directly related to their job responsibilities and Cultural Diversity Awareness.

Confidential Exit Interview Surveys are given to all employees who terminate their employment. The State EO Liaison reviews the primary reasons why employees are terminating their services and informs the EOAC and Human Resources.

The Department shall continue to make a good faith effort to meet all state and federal reporting requirements in a timely fashion.

AGENCY: Corrections

DATE: 7/1/2004 to 6/30/2005

**EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS
COMPLAINT PROFILE**

COMPLAINT			STATUS		
Date Filed	Type (Internal or External)	Basis (Race, Sex, etc.)	Pending	Under Investigation	Resolved
7/30/1997	External	Work Place		X	
6/1/2000	External	Race		X	
4/1/2001	External	Work Place		X	
5/15/2001	External	Race		X	
11/15/2001	External	Religion & Age		X	
9/23/2003	External	Race		X	
2/23/2004	External	Race		X	
6/23/2000	External	Age & Disability		X	
12/1/2004	External	Disability		X	
12/1/2004	External	Sex		X	
5/29/2005	Internal	Work Place			X
3/23/2005	Internal	Work Place			X
2/18/2005	Internal	Work Place			X
1/11/2005	Internal	Work Place			X
12/31/2004	Internal	Work Place			X
12/17/2004	Internal	Work Place			X
11/4/2004	Internal	Work Place			X
10/28/2004	Internal	Work Place			X
10/15/2004	Internal	Work Place			X
9/3/2004	Internal	Work Place			X

Training Participation Summary

AGENCY: RIDOC

DATE: 7/1/04-6/30/05

EEO Job Categories	TOTAL TRAINEES	No. DISABLED	No. MINORITY	No. FEMALE	MALE					FEMALE				
					White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native	White	Black	Hispanic	Asian/Pac Islander	Amer. Ind AK Native
Officials/Mgrs Administrators	59	0	8	22	32	5	0	0	0	19	1	2	0	0
Professionals	533	0	54	181	329	13	7	3	0	150	16	15	0	0
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	6	0	0	0	6	0	0	0	0	0	0	0	0	0
Protective Services	2330	3	349	250	1794	167	96	14	9	187	31	27	0	5
Para- Professionals	10	0	0	10	0	0	0	0	0	10	0	0	0	0
Administrative Support	104	1	6	99	5	0	0	0	0	93	6	0	0	0
Skilled Craft	29	0	2	0	27	0	2	0	0	0	0	0	0	0
Service Maintenance	63	0	0	4	59	0	0	0	0	4	0	0	0	0
TOTALS	3134	4	419	566	2252	185	105	17	9	463	54	44	0	5

TOTAL PERCENT

Minority: 13.37%

Female: 18.06%

Disabled: 0.13%

RIEE) - 11/93-C

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	White		Black		Hispanic		Asian/Pac. Islander		Am. Indian AK Native		Disabled	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)	3	3	1		1					1		
Suspension (Specified Time)	25	3	6	1	1	1	2					
Loss of Pay												
Written Reprimand	46	5	2	3	3	3						
Held in Abeyance	7	1	3									
Oral Reprimand	54	5	10	2	1	1						
Other (Counseling)	133	12	17	4	3	2		1				
TOTAL	268	29	39	10	9	7	2	1	0	1	0	0

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary.
 Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.

R.I.D.O.C. RECRUITMENT EEO FLOW CHART
07/01/04 TO 6/30/05

EEO CAT	JOB TITLE	POS.		TOTAL INTERV.	Disabled	MALE				Race Unknown	FEMALE				REFUSED	TRANSF	PROMO	HIRED	DATE		
		#				WHITE	BLACK	HISP	AS		AI	WHITE	BLACK	HISP						AS	AI
A	Assoc Director MIS (Corr)	32		11		7					2	2					1WF		1/23/2005		
A	Associate Director, Planning & Research	5		3		2						1					1WF		4/3/2005		
A	Deputy Warden	548		31		19	1	2				6	1	2			1WM		4/3/2005		
A	Executive Counsel	14		6		4						1	1				1WF		12/26/2004		
A	Medical Program Director	28		1		1											1WM		4/3/2005		
A Total				52		33	1	2	0	0	2	10	2	2	0	0					
B	Adult Counselor (Corrections)	514		46		5	1				2/M	32	3	2	1			1WF	5/29/2005		
B	Adult Counselor (Corrections)	523		46		5	1				2/M	32	3	2	1			1WF	5/15/2005		
B	Adult Counselor (Corrections)	524		46		5	1				2/M	32	3	2	1		1WF		5/15/2005		
B	Adult Counselor (Corrections)	526		46		5	1				2/M	32	3	2	1			1WM	5/15/2005		
B	Adult Counselor (Corrections)	525		46		5	1				2/M	32	3	2	1			1WF	6/12/2005		
B	Asst. Admin. Financial Management	3		5								5						1WF	11/28/2004		
B	C.O. Lt.	1119		6		6											1WM		1/9/2005		
B	C.O. Lt.	1123		6		6											1WM		1/9/2005		
B	Community Program Counselor	9		13		9	1					1	1	1			1BM		10/31/2004		
B	Correctional Officer Captain	1122		6		6											1WM		9/26/2004		
B	Environmental Health Coord. (Corr.)	500		5		3		1				1				1WM/1WF		1WM	5/15/2005		
B	Executive Secretary Parole Board	405		10		5						5					1WF		2/6/2005		
B	Principal Research Tech (Corr)	3		15		4	1				1	6		1	2			1WM	5/15/2005		
B	Probation & Parole Officer I	157		13		2	1					5	3	2			1WF		10/3/2004		
B	Probation & Parole Officer I	500		9		1	1					3	2	2				1BM	10/31/2004		

R.I.D.O.C. RECRUITMENT EEO FLOW CHART
07/01/04 TO 6/30/05

EEO CAT	JOB TITLE	POS. #	TOTAL INTERV.	Disabled	MALE					Race Unknown	FEMALE					REFUSED	TRANSF	PROMO	HIRED	DATE
					WHITE	BLACK	HISP	AS	AI		WHITE	BLACK	HISP	AS	AI					
B	Probation & Parole Officer I	501	9		1	1					3	2	2						1BF	10/31/2004
B	Probation & Parole Officer I	155	13		2	1					5	3	2						1BF	10/31/2004
B	Probation & Parole Officer I	158	13		2	1					5	3	2						1WF	10/31/2004
B	Probation & Parole Officer I	159	14		2	1					5	4	2					1BF		11/28/2004
B	Probation & Parole Officer I	160	14		2	1					5	4	2						1WF	11/28/2004
B	Probation & Parole Officer I	2	1								1								1WF	3/6/2005
B	Probation & Parole Officer I	156	17		3						7	3	4					1WF		5/15/2005
B	Probation & Parole Officer I	161	17		3						7	3	4						1WF	5/15/2005
B	Probation & Parole Officer I	162	17		3						7	3	4						1WF	5/15/2005
B	Probation & Parole Officer I	163	10		1						5	1	3						1HF	5/15/2005
B	Probation & Parole Officer I	515	17		5						5	3	4					1WM		5/15/2005
B	Probation & Parole Supervisor	500	7								7							1WF		7/11/2004
B	Records & I.D. Officer Lt.	28	14		10						3		1					1WF		2/20/2005
B	School Social Worker	3	7		1						6							1WF		4/3/2005
B	Senior Accountant	1	6		1						5								1WF	12/12/2004
B	Senior Planner	8	5		3						2							1WM		5/29/2005
B	Sr. Legal Counsel	8	7		4						3								1WF	5/29/2005
B	Technician Support Tech. III	24	4		4													1WM		10/3/2004
B Total			510		114	14	1	0	1	10	267	50	46	7	0					
D	C.O. Training Instructor	144	8		7								1					1WM		3/20/2005
D	C.O. Training Instructor	145	8		7								1					1HF		3/20/2005
D	C.O. Training Instructor	9	7		4	1							2					1HF		11/28/2004

R.I.D.O.C. RECRUITMENT EEO FLOW CHART
07/01/04 TO 6/30/05

EEO CAT	JOB TITLE	POS. #	TOTAL INTERV.	Disabled	MALE					Race Unknown	FEMALE					REFUSED	TRANSF	PROMO	HIRED	DATE
					WHITE	BLACK	HISP	AS	AI		WHITE	BLACK	HISP	AS	AI					
D	Correctional Officer (See Attached Spreadsheet)																			
D	Corr. Officer Hospital	21	6		1						4	1							1WF	4/3/2005
D	Corr. Officer Hospital	22	5		1						3	1							1BF	6/26/2005
D	Corr. Officer Hospital II	532	1								1								1WF	11/14/2004
D	Corr. Officer Hospital II	4	1				1											1HM		3/6/2005
D	Correctional Investigator I	8	35		27		3				3		2					1WM		3/6/2005
D	Field Investigator (Corr)	1	11								11							1WF		7/11/2004
D	Fire Safety Tech. (Corr.)	63	2		2														1WM	10/3/2004
D Total					49	1	4	0	0	0	22	2	6	0	0					
E	Information Aide	6	4								3	1					1WF			4/3/2005
E Total					0	0	0	0	0	0	3	1	0	0	0					
F	Data Control Clerk	18	22		2	1					12	6			1				1WM	4/17/2005
F	Data Control Clerk	19	22		2	1					12	6			1				1BF	4/17/2005
F	Medical Records Clerk	19	11		1	1				1/F	4	3	1						1WF	3/20/2005
F	Principal Clerk Typist	513	7								7								1WF	8/22/2004
F	Probation & Parole Aide	96	6		1						3	2						1WM		9/5/2004
F	Probation & Parole Aide	97	4								2	2						1WF		10/31/2004
F	Probation & Parole Aide	96	3								3							1WF		5/1/2005
F	Probation & Parole Aide	99	3								3								1WF	5/29/2005
F	Senior Word Processing Typist	122. 511.	22								17	1		4					3WF	5/1/2005
F	Sr. Clerk	23	6								6								1WF	5/29/2005
F	Sr. Word Processing Typist	115	20		1						14	4		1					1WF	10/31/2004

R.I.D.O.C. RECRUITMENT EEO FLOW CHART
07/01/04 TO 6/30/05

EEO CAT	JOB TITLE	POS.		TOTAL INTERV.	Disabled	MALE				Race Unknown	FEMALE				REFUSED	TRANSF	PROMO	HIRED	DATE			
		#				WHITE	BLACK	HISP	AS		AI		WHITE	BLACK						HISP	AS	AI
F	Sr. Word Processing Typist	120		20		1						14	4		1			1WF	10/31/2004			
F	Sr. Word Processing Typist	121		20		1						14	4		1			1BF	10/31/2004			
F	Sr. Word Processing Typist	14		12								10	1	1				1WF	4/10/2005			
F	Supervising Pre-Audit Clerk	24		4								4					1WF		10/17/2004			
F Total						9	3	0	0	0	1	125	33	2	7	2						
G	Carpenter Supervisor (Corr.)	539		6		6												1WM	5/15/2005			
G	Electrician (Corrections)	67		2		1	1											1WM	3/6/2005			
G	Plumber (Corr)	68		1		1												1WM	10/17/2004			
G	Plumber (Corr)	525		1		1												1WM	3/20/2005			
G Total						9	1	0	0	0	0	0	0	0	0	0						
H	Motor Equipment Operator (ACI)	3		9		7	1					1						1WM	8/8/2004			
H	Motor Equipment Operator (ACI)	20		9		7	1					1						1WM	8/22/2004			
H	Sr. Maintenance Tech. (Corrections)	507		1		1												1WM	8/22/2004			
H	Sr. Maintenance Tech. (Corrections)	508		9		9												1WM	3/20/2005			
H	Sr. Maintenance Tech. (Corrections)	519		9		9												1WM	3/20/2005			
H	Warehouse Worker	401&403		9		8	1											2WM	10/17/2004			
H	Warehouse Worker	526		9		8	1											1WM	1/23/2005			
H	Warehouse Worker	402		9		8	1											1WM	1/23/2005			
H	Warehouse Worker	403		9		8	1											1WM	1/23/2005			
H Total						65	6	0	0	0	0	2	0	0	0	0						
Grand Total						279	26	7	0	1	13	429	88	56	14	2						

Applicant Flow Data

JOB CATEGORIES	TOTAL APPLICANTS	MALE						Unknown Race	FEMALE					
		WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISL.	AME. INDIAN/ ALASKAN NAT	DISABLED*		WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISL.	AME. INDIAN/ ALASKAN NAT	DISABLED*
		A	B	C	D	E	F		G	H	I	J	K	L
APPLICANTS														
OFFICIALS / ADMIN.	52	33	1	2				2	10	2	2			
PROFESSIONALS	510	114	14	1		1		10	267	50	46	7		
FACULTY	0													
TECHNICIANS	0													
PROTECTIVE SERVICES	84	49	1	4					22	2	6			
Correctional Officer (D)**	2543	1062	273	212	29	15		235	392	161	141	11	12	
PARA - PROFESSIONALS	4								3	1				
ADMINISTRATIVE SUPPORT	182	9	3					1	125	33	2	7	2	
SKILLED CRAFT	10	9	1											
SERVICE / MAINTENANCE	73	65	6						2					
TOTAL	3458	1341	299	219	29	16	0	248	821	249	197	25	14	0
HIRES		A	B	C	D	E	F		G	H	I	J	K	L
OFFICIALS / ADMIN.														
PROFESSIONALS		3	1						11	2	1			
FACULTY														
TECHNICIANS														
PROTECTIVE SERVICES**		74	6	5	1				21	6	4		2	
PARA - PROFESSIONALS														
ADMINISTRATIVE SUPPORT		1							10	2				
SKILLED CRAFT		4												
SERVICE / MAINTENANCE		10												
TOTAL		92	7	5	1	0	0		42	10	5	0	2	0
PROMOTIONS		A	B	C	D	E	F		G	H	I	J	K	L
OFFICIALS / ADMIN.		2							3					
PROFESSIONALS		6	1						7	1				
FACULTY														
TECHNICIANS														
PROTECTIVE SERVICES		3		1					1	2				
PARA - PROFESSIONALS									1					
ADMINISTRATIVE SUPPORT		1							3					
SKILLED CRAFT														
SERVICE / MAINTENANCE														
TOTAL		12	1	1	0	0	0		15	3	0	0	0	0
TERMINATIONS		A	B	C	D	E	F		G	H	I	J	K	L
OFFICIALS / ADMIN.		8					2		2					
PROFESSIONALS		19	1						9	1				
FACULTY														
TECHNICIANS									1					
PROTECTIVE SERVICES		48	1	2					8	3	3		1	
PARA - PROFESSIONALS														
ADMINISTRATIVE SUPPORT									7	3	1			
SKILLED CRAFT		2												
SERVICE / MAINTENANCE		3							1					
TOTAL		80	2	2	0	0	2		28	7	4	0	1	0

**See attached spreadsheet with additional Correctional Officer recruitment breakdown

* Also includes disabled in appropriate job categories

2004 C.O. TRAINEE RECRUITMENT

C.O. Recruitment April 1 - June 1 2004

TOTAL APPLICANTS			
RACE	FEMALES	MALES	TOTAL
ASIAN	11	29	40
BLACK	161	273	434
HISPANIC	141	212	353
INDIAN	12	15	27
*REFUSED	61	174	235
WHITE	392	1062	1454
TOTALS	778	1765	2543

APPLICANTS WHO TOOK EXAM			
RACE	FEMALES	MALES	TOTAL
ASIAN	8	12	20
BLACK	76	151	227
HISPANIC	67	104	171
INDIAN	6	8	14
*REFUSED	32	93	125
WHITE	161	491	652
TOTALS	350	859	1209

-67-

NO SHOWS FOR EXAM			
RACE	FEMALES	MALES	TOTAL
ASIAN	3	16	19
BLACK	84	120	204
HISPANIC	73	104	177
INDIAN	6	6	12
REFUSED	26	76	102
WHITE	222	553	775
TOTALS	414	875	1289

**THREE APPLICANTS LEFT DURING EXAM

APPLICANTS WHO PASSED EXAM			
RACE	FEMALES	MALES	TOTAL
ASIAN	2	4	6
BLACK	21	35	56
HISPANIC	13	26	39
INDIAN	3	4	7
REFUSED	22	49	71
WHITE	88	276	364
TOTALS	149	394	543

*REFUSED: Data supplied under this category refers to people who refused to identify their race on Affirmative Action Card

2004 C.O. TRAINEE RECRUITMENT

APPLICANTS WHO FAILED VIDEO			
RACE	FEMALES	MALES	TOTAL
ASIAN	3	4	7
BLACK	16	40	56
HISPANIC	13	21	34
INDIAN	3	2	5
REFUSED	4	21	25
WHITE	40	137	177
TOTALS	79	225	304

APPLICANTS WHO FAILED COGNITIVE			
RACE	FEMALES	MALES	TOTAL
ASIAN	3	4	7
BLACK	39	76	115
HISPANIC	41	57	98
INDIAN	0	2	2
REFUSED	6	23	29
WHITE	33	78	111
TOTALS	122	240	362

PASSED CRIMINAL CHECK TOP 200			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	2	2
BLACK	5	6	11
HISPANIC	4	9	13
INDIAN	1	0	1
REFUSED	8	21	29
WHITE	29	106	135
TOTALS	47	144	191

ELIGIBLE FOR FINAL INTERVIEW			
RACE	FEMALES	MALES	TOTAL
ASIAN	1	2	3
BLACK	4	6	10
HISPANIC	4	9	13
INDIAN	1	0	1
WHITE*	29	21	50
REFUSED	8	107	115
TOTALS*	47	145	192

*includes one holdover from Class 72

ENTERED ACADEMY CLASS 73 10/10/04			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	1	1
BLACK	2	3	5
HISPANIC	1	4	5
INDIAN	1	0	1
WHITE	12	48	60
TOTALS	16	56	72

GRADUATED ACADEMY CLASS 73			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	1	1
BLACK	1	3	4
HISPANIC	0	4	4
INDIAN	1	0	1
WHITE	9	43	52
TOTALS	11	51	62

Started as C.O.
Eff. 12/12/2004

2004 C.O. TRAINEE RECRUITMENT

FAIL CRIMINAL CHECK CLASS 74			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	0	0
BLACK	1	2	3
HISPANIC	0	0	0
INDIAN	0	0	0
WHITE	1	4	5
REFUSED	0	1	1
TOTALS	2	7	9

INTERVIEWED CLASS 74			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	0	0
BLACK	7	14	21
HISPANIC	3	5	8
INDIAN	1	2	3
WHITE	18	69	87
REFUSED	9	6	15
TOTALS	38	96	134

ENTERED ACADEMY CLASS 74 2/13/05			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	0	0
BLACK	3	3	6
HISPANIC	3	1	4
INDIAN	1		1
WHITE	7	26	33
TOTALS	14	30	44

GRADUATED ACADEMY CLASS 74			
RACE	FEMALES	MALES	TOTAL
ASIAN	0	0	0
BLACK	1	3	4
HISPANIC	2	0	2
INDIAN	1	1	2
WHITE	5	20	25
TOTALS	9	24	33

Started as C.O.
Eff. 4/17/05

APPLICANT REFUSAL OF POSITIONS OFFERED

AGENCY: Corrections DATE: 6/30/2005

EEO Job Categories	TOTAL APPLICANTS	No. DISABLED	No. MINORITY	No. FEMALE	MALE					FEMALE				
					White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native	White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native
Officials/Mgrs Administrators	52		7	14										
Professionals	510		119	370	1					1				
Faculty	0		0	0										
Technicians	0		13	0										
Protective Services	2627		859	747	6					3	1	1		2
Para- Professionals	4		1	4										
Administrative Support	182		47	169										
Skilled Craft	10		1	0										
Service Maintenance	73		6	2										
TOTALS	3458	0	1053	1306	7	0	0	0	0	3	2	0	1	0

TOTAL PERCENT APPLICANTS

Minority: 30.45%

Female: 37.77%

Disabled: 0.00%

RIEEO - 3/94-B

ANNUAL AFFIRMATIVE ACTION STATISTICAL SUMMARY

 AGENCY: Corrections DATE: 6/30/2005

EO-4 JOB CATEGORIES	CURRENT			LAST YEAR'S WORKFORCE			DIFFERENCE +/-				HIRING GOALS		GOALS MET	
	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE
Officials/Mgrs. Administrators	58	37	7	16	1	63	43	7	15	3	-5	-6	1	-2
Professionals	300	156	36	129	3	307	171	33	122	2	-7	-15	3	7
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	8	5	0	3	0	9	5	0	4	0	-1	0	0	0
Protective Services	995	762	143	123	4	942	736	129	105	4	53	26	14	18
Para-Professionals	14	0	0	14	1	12	0	0	12	1	2	0	0	2
Administrative Support	89	4	6	85	3	95	5	8	90	3	-6	-1	-2	-5
Skilled Craft Service	25	23	2	0	1	23	21	2	0	0	2	2	0	0
Maintenance	49	43	3	4	0	45	38	3	5	1	4	5	0	-1
TOTAL EMPLOYEES	1538	1030	197	374	13	1496	1019	182	353	14	42	11	15	21

Current Workforce - As of June 30, 2005

Last Year's Workforce - As of June 30, 2004

Difference - Increases or Decreases

Goals - Numerical Projections, July 1, 2005 - June 30, 2006 for employment of minorities and women

Goals Met
A = Achieved
B = Achieved Plus
N = Did Not Achieve
P = Achieved Partially

PERCENT	TERMINATION PERCENT	TOTAL CURRENT WORKFORCE PERCENT
30% Minority Applicants	38% Female Applicants	13% Minority
18% Minority Hiring	39% Female Hiring	24% Female
		0.80% Disabled

PART V

STATISTICS

JOB GROUP ANALYSIS

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

DESCRIPTION OF JOB CATEGORIES (continued)

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

DOC Workforce by EEO Category as of 6/30/2005

EEO Code	EEO Category	Sex	Asian	Black	Hispanic	Indian	White	Total
A	Official & Administrator	F	0	1	1	0	14	16
A	Official & Administrator	M	0	5	0	0	37	42
A Total			0	6	1	0	51	58
B	Professional	F	1	12	8	0	108	129
B	Professional	M	2	7	6	0	156	171
B Total			3	19	14	0	264	300
C	Technician	F	0	0	0	0	3	3
C	Technician	M	0	0	0	0	5	5
C Total			0	0	0	0	8	8
D	Protective Service Worker	F	1	20	11	1	90	123
D	Protective Service Worker	M	5	64	38	3	762	872
D Total			6	84	49	4	852	995
E	Paraprofessional	F	0	0	0	0	14	14
E Total			0	0	0	0	14	14
F	Office & Clerical	F	0	6	0	0	79	85
F	Office & Clerical	M	0	0	0	0	4	4
F Total			0	6	0	0	83	89
G	Skilled Craft Worker	M	0	1	1	0	23	25
G Total			0	1	1	0	23	25
H	Service Maintenance	F	0	1	0	0	3	4
H	Service Maintenance	M	0	2	0	0	43	45
H Total			0	3	0	0	46	49
Grand Total			9	119	65	4	1341	1538

DOC Workforce Profile by EEO Category as of 6/30/2005

Title	EEO	Sex	Asian	Black	Hispanic	Indian	White	Total
Administrative Officer	A	F	0	0	0	0	1	1
Administrator Financial Management	A	F	0	0	0	0	1	1
Administrator of Community Confinement	A	F	0	0	1	0	0	1
Administrator of Intermed. Punishment & Reinteg.	A	F	0	0	0	0	1	1
Administrator of Physical Resources (Corrections)	A	M	0	0	0	0	1	1
Assistant Director Institutions/Operations	A	M	0	1	0	0	0	1
Assistant Director of Administration	A	F	0	0	0	0	1	1
Assistant Director of Rehabilitative Services	A	F	0	0	0	0	1	1
Assistant Probation & Parole Administrator	A	F	0	0	0	0	1	1
Assistant Probation & Parole Administrator	A	M	0	0	0	0	1	1
Associate Director - Food Services	A	M	0	0	0	0	1	1
Associate Director Classification Services (Corr)	A	M	0	0	0	0	1	1
Associate Director Community Corrections	A	M	0	0	0	0	1	1
Associate Director Financial (Corrections)	A	M	0	0	0	0	1	1
Associate Director Human Resources (Corrections)	A	M	0	0	0	0	1	1
Associate Director Industries (Corrections)	A	M	0	0	0	0	1	1
Associate Director of Educational Services (Corr)	A	M	0	0	0	0	1	1
Associate Director of Health Care Services (Corr)	A	M	0	0	0	0	1	1
Associate Director of Maintenance (Corrections)	A	M	0	0	0	0	1	1
Associate Director Planning & Research (Corr)	A	F	0	0	0	0	1	1
Chairperson Parole Board	A	F	0	0	0	0	1	1
Chief Distribution Officer	A	M	0	0	0	0	1	1
Chief Inspector-Office of Inspections	A	M	0	0	0	0	1	1
Chief of Administrative Services	A	M	0	0	0	0	1	1
Chief of Dental Services	A	M	0	0	0	0	1	1
Chief of Recruitment and Training (Corrections)	A	M	0	0	0	0	1	1
Chief Program Development	A	F	0	0	0	0	2	2
Clinical Director Psychologist	A	M	0	0	0	0	1	1
Deputy Assistant Director Adult Services Warden	A	F	0	0	0	0	1	1
Deputy Assistant Director Adult Services Warden	A	M	0	0	0	0	2	2
Deputy Chief of Legal Services	A	M	0	0	0	0	1	1
Deputy Warden Corrections	A	F	0	1	0	0	1	2
Deputy Warden Corrections	A	M	0	1	0	0	6	7
Director Department of Corrections	A	M	0	0	0	0	1	1
Executive Counsel	A	F	0	0	0	0	1	1
Industries General Supervisor (ACI)	A	M	0	0	0	0	3	3
Inspector, Office of Inspections	A	F	0	0	0	0	1	1
Inspector, Office of Inspections	A	M	0	1	0	0	1	2
Intake Services Coordinator	A	M	0	0	0	0	1	1
Manager Food Processing Plant	A	M	0	0	0	0	1	1
Medical Program Director (Corrections)	A	M	0	0	0	0	1	1

DOC Workforce Profile by EEO Category as of 6/30/2005

Title	EEO	Sex	Asian	Black	Hispanic	Indian	White	Total
Member-Parole Board	A	M	0	1	0	0	3	4
Member-Parole Board Non Compensatory	A	M	0	1	0	0	0	1
	A Total		0	6	1	0	51	58
Accountant	B	F	0	0	0	0	1	1
Adult Counselor (Corrections)	B	F	0	0	0	0	18	18
Adult Counselor (Corrections)	B	M	0	1	1	0	7	9
Assistant Administrator Financial Management	B	F	0	0	0	0	2	2
Assistant Business Management Officer	B	F	0	0	0	0	2	2
Business Management Officer	B	F	0	0	0	0	1	1
Business Management Officer	B	M	0	0	0	0	3	3
Chief of Construction and Maintenance Operations	B	M	0	0	0	0	1	1
Classification Counselor (Corrections)	B	F	0	0	0	0	1	1
Classification Counselor (Corrections)	B	M	0	0	0	0	3	3
Clinical Dental Services Coordinator	B	M	0	0	0	0	1	1
Clinical Psychologist	B	F	0	0	0	0	2	2
Clinical Psychologist	B	M	0	0	0	0	1	1
Clinical Social Worker	B	F	0	0	0	0	2	2
Clinical Social Worker	B	M	0	0	0	0	2	2
Community Program Counselor	B	F	0	0	0	0	1	1
Community Program Counselor	B	M	0	1	0	0	4	5
Coordinator of Education	B	M	0	0	0	0	1	1
Correctional Officer Captain	B	F	0	1	0	0	0	1
Correctional Officer Captain	B	M	0	0	0	0	18	18
Correctional Officer Hospital Supervisor	B	F	0	0	0	0	1	1
Correctional Officer Hospital Supervisor	B	M	0	0	0	0	2	2
Correctional Officer Lieutenant	B	F	0	0	0	0	3	3
Correctional Officer Lieutenant	B	M	0	0	0	0	60	60
Counseling Services Coordinator (Corrections)	B	M	0	0	0	0	1	1
Departmental Grievance Coordinator (Corrections)	B	M	0	1	0	0	0	1
Deputy Compact Administrator (Adult P & P)	B	M	0	0	0	0	1	1
Director of General Nursing Services	B	F	0	0	0	0	1	1
Environmental Health Coordinator (Corrections)	B	M	0	0	0	0	1	1
Executive Secretary Parole Board	B	F	0	0	0	0	1	1
Fiscal Management Officer	B	F	0	0	0	0	1	1
Home Confinement Coordinator	B	F	0	0	0	0	1	1
Human Resources Analyst I	B	F	0	0	0	0	4	4
Human Resources Analyst II (General)	B	F	0	0	0	0	2	2
Human Resources Analyst II (General)	B	M	0	0	0	0	1	1
Internship Volunteer Coordinator (Corr Systems)	B	F	0	0	0	0	1	1
Librarian (ACI)	B	F	0	0	0	0	3	3
Marketing/Sales Manager (Prison Industries)	B	M	0	0	0	0	1	1
Paralegal Aide	B	F	0	0	0	0	1	1
Parole Coordinator	B	F	0	0	0	0	1	1

DOC Workforce Profile by EEO Category as of 6/30/2005

Title	EEO	Sex	Asian	Black	Hispanic	Indian	White	Total
Physician II (General)	B	F	1	0	0	0	2	3
Physician II (General)	B	M	0	0	2	0	0	2
Principal Management & Methods Analyst	B	F	0	0	0	0	1	1
Principal Planner (Corrections)	B	M	0	0	0	0	1	1
Principal Research Technician	B	M	0	0	0	0	1	1
Probation & Parole Officer I	B	F	0	4	3	0	13	20
Probation & Parole Officer I	B	M	0	2	0	0	2	4
Probation & Parole Officer II	B	F	0	3	3	0	20	26
Probation & Parole Officer II	B	M	2	1	2	0	14	19
Probation & Parole Officer III	B	M	0	0	0	0	6	6
Probation & Parole Supervisor	B	F	0	0	1	0	6	7
Probation & Parole Supervisor	B	M	0	0	0	0	2	2
Professional Services Coordinator	B	F	0	0	0	0	1	1
Professional Services Coordinator	B	M	0	0	0	0	1	1
Project Manager	B	F	0	0	0	0	1	1
Public Health Education Specialist (Corrections)	B	F	0	3	0	0	1	4
Public Health Education Specialist (Corrections)	B	M	0	0	0	0	1	1
Records & Identification Officer Captain	B	F	0	0	0	0	1	1
Records & Identification Officer Captain	B	M	0	0	0	0	1	1
Records & Identification Officer Lt.	B	F	0	0	1	0	2	3
Records & Identification Officer Lt.	B	M	0	0	0	0	4	4
School Psychologist	B	F	0	0	0	0	1	1
School Social Worker	B	F	0	0	0	0	1	1
Senior Accountant	B	F	0	0	0	0	1	1
Senior Legal Counsel	B	F	0	0	0	0	1	1
Senior Legal Counsel	B	M	0	0	0	0	1	1
Senior Planner	B	M	0	0	0	0	1	1
Senior Research Technician	B	F	0	0	0	0	1	1
Special Education Director	B	M	0	0	0	0	1	1
Special Projects Coordinator	B	F	0	0	0	0	1	1
State Building & Grounds Coordinator (Corrections)	B	M	0	0	0	0	1	1
Substance Abuse Coordinator	B	M	0	0	0	0	1	1
Supervising Accountant	B	M	0	0	0	0	1	1
Supervising Clinical Psychologist	B	M	0	0	0	0	1	1
Teacher Academic	B	F	0	1	0	0	3	4
Teacher Academic	B	M	0	0	0	0	5	5
Teacher Academic (Eng/End in ESL-SPA)	B	M	0	0	1	0	0	1
Teacher Academic (Industrial Arts)	B	M	0	0	0	0	2	2
Teacher Academic (Spec Ed)	B	F	0	0	0	0	1	1
Teacher Academic (Spec Ed)	B	M	0	0	0	0	1	1
Work Rehabilitation Program Supervisor	B	M	0	1	0	0	0	1
	B Total		3	19	14	0	264	300
Locksmith II	C	M	0	0	0	0	2	2

DOC Workforce Profile by EEO Category as of 6/30/2005

Title	EEO	Sex	Asian	Black	Hispanic	Indian	White	Total
Senior Inspector (Div of Purchase)	C	M	0	0	0	0	1	1
Senior X-Ray Technician Corrections	C	F	0	0	0	0	1	1
Supervisor of Correctional Officer Training	C	F	0	0	0	0	1	1
Supervisor of Correctional Officer Training	C	M	0	0	0	0	2	2
Systems Support Technician I	C	F	0	0	0	0	1	1
	C Total		0	0	0	0	8	8
Community Correctional Specialist I	D	F	0	0	0	0	2	2
Correctional Investigator I	D	F	0	0	0	0	1	1
Correctional Investigator I	D	M	0	0	1	0	5	6
Correctional Investigator II	D	M	0	0	0	0	1	1
Correctional Officer	D	F	1	14	9	1	60	85
Correctional Officer	D	M	5	60	34	3	714	816
Correctional Officer Hospital	D	F	0	1	0	0	9	10
Correctional Officer Hospital	D	M	0	0	0	0	3	3
Correctional Officer Hospital II	D	F	0	5	0	0	16	21
Correctional Officer Hospital II	D	M	0	2	2	0	8	12
Correctional Officer Steward	D	M	0	2	1	0	19	22
Correctional Officer Training Instructor	D	F	0	0	2	0	0	2
Correctional Officer Training Instructor	D	M	0	0	0	0	5	5
Field Investigator (Corrections)	D	F	0	0	0	0	2	2
Field Investigator (Corrections)	D	M	0	0	0	0	1	1
Fire Safety Technician (Corrections)	D	M	0	0	0	0	2	2
Security Specialist (Corrections)	D	M	0	0	0	0	4	4
	D Total		6	84	49	4	852	995
Assistant Administrative Officer	E	F	0	0	0	0	3	3
Dental Assistant (Corrections)	E	F	0	0	0	0	3	3
Human Resources Technician	E	F	0	0	0	0	1	1
Implementation Aide	E	F	0	0	0	0	1	1
Information Aide	E	F	0	0	0	0	1	1
Personnel Aide	E	F	0	0	0	0	4	4
Pharmacy Aide	E	F	0	0	0	0	1	1
	E Total		0	0	0	0	14	14
Clerk Secretary	F	F	0	0	0	0	4	4
Confidential Secretary	F	F	0	0	0	0	1	1
Data Control Clerk	F	F	0	2	0	0	8	10
Data Control Clerk	F	M	0	0	0	0	1	1
Data Entry Operator	F	F	0	1	0	0	1	2
Data Entry Unit Supervisor	F	F	0	1	0	0	0	1
Executive Assistant	F	F	0	0	0	0	11	11
Fiscal Clerk	F	F	0	0	0	0	7	7
Medical Records Clerk	F	F	0	0	0	0	5	5
Office Manager	F	F	0	0	0	0	3	3
Principal Clerk Stenographer	F	F	0	0	0	0	1	1
Principal Clerk Typist	F	F	0	0	0	0	1	1
Probation & Parole Aide	F	F	0	0	0	0	11	11

DOC Workforce Profile by EEO Category as of 6/30/2005

Title	EEO	Sex	Asian	Black	Hispanic	Indian	White	Total
Probation & Parole Aide	F	M	0	0	0	0	1	1
Senior Clerk	F	F	0	0	0	0	1	1
Senior Clerk Typist	F	F	0	0	0	0	1	1
Senior Teller	F	M	0	0	0	0	1	1
Senior Word Processing Typist	F	F	0	2	0	0	23	25
Supervising Preadit Clerk	F	F	0	0	0	0	1	1
Supervisor Central Mail Services (DOA)	F	M	0	0	0	0	1	1
	F Total		0	6	0	0	83	89
Auto Body Shop Supervisor (ACI)	G	M	0	0	0	0	1	1
Automobile Service Shop Supervisor (ACI)	G	M	0	1	0	0	1	2
Carpenter Supervisor (Corrections)	G	M	0	0	0	0	1	1
Electrician (Corrections)	G	M	0	0	0	0	3	3
Furniture/Upholstery Repair Shop Supervisor	G	M	0	0	0	0	3	3
Garment Shop Supervisor (ACI)	G	M	0	0	1	0	0	1
Graphic Make-Ready Supervisor (ACI)	G	M	0	0	0	0	1	1
Horticulture Shop Supervisor (ACI)	G	M	0	0	0	0	2	2
Metal Stamping Shop Supervisor (ACI)	G	M	0	0	0	0	2	2
Paint & Janitorial Supply Shop Supervisor (Corr)	G	M	0	0	0	0	1	1
Plumber (Corrections)	G	M	0	0	0	0	2	2
Plumber Supervisor (ACI)	G	M	0	0	0	0	1	1
Printing Shop Supervisor (ACI)	G	M	0	0	0	0	2	2
Steamfitter (ACI)	G	M	0	0	0	0	2	2
Steamfitter Supervisor	G	M	0	0	0	0	1	1
	G Total		0	1	1	0	23	25
Bakery Supervisor	H	M	0	1	0	0	0	1
Building Maintenance Supervisor (Corrections)	H	M	0	0	0	0	4	4
Chief of Motor Pool & Maintenance	H	M	0	0	0	0	2	2
Cook's Helper	H	F	0	1	0	0	0	1
Janitorial/Maintenance Supervisor (Corrections)	H	M	0	0	0	0	2	2
Landscape Technician (Corrections)	H	M	0	0	0	0	1	1
Maintenance Superintendent (Corrections)	H	M	0	0	0	0	3	3
Motor Equipment Operator (ACI)	H	M	0	0	0	0	3	3
Property Control & Supply Officer (Corr)	H	M	0	0	0	0	1	1
Senior Maintenance Technician (Corrections)	H	F	0	0	0	0	1	1
Senior Maintenance Technician (Corrections)	H	M	0	0	0	0	12	12
Storekeeper	H	M	0	0	0	0	1	1
Storekeeper (ACI)	H	F	0	0	0	0	2	2
Storekeeper (ACI)	H	M	0	1	0	0	5	6
Supervisor of Food Services (ACI)	H	M	0	0	0	0	2	2
Warehouse Supervisor (Corrections)	H	M	0	0	0	0	1	1
Warehouse Worker (Corrections)	H	M	0	0	0	0	6	6
	H Total		0	3	0	0	46	49
Grand Total			9	119	65	4	1341	1538

RI Dept of Corrections
Job Group Analysis Summary
06/30/05

EEO - JOB CATEGORIES	TOTAL EMPLOYEES	MALE						FEMALE					
		TOTAL			HIS- PANIC			TOTAL			HIS- PANIC		
		WHITE	BLACK	ASIAN	AM. IND. AK NATPAC.	ISL	OTHER	WHITE	BLACK	ASIAN	AM. IND. AK NATPAC.	ISL	OTHER
Officials/Mngrs/Administrators	58 100.0%	42 72.4%	5 8.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	16 27.6%	1 1.7%	0 0.0%	1 1.7%	0 0.0%	0 0.0%
Professionals	300 100.0%	171 57.0%	7 2.3%	6 2.0%	0 0.0%	2 0.7%	0 0.0%	129 43.0%	12 4.0%	8 2.7%	0 0.0%	1 0.3%	0 0.0%
Technicians	8 100.0%	5 62.5%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 37.5%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Protective Services	995 100.0%	872 87.6%	64 6.4%	38 3.8%	3 0.3%	5 0.5%	0 0.0%	123 12.4%	20 2.0%	11 1.1%	1 0.1%	1 0.1%	0 0.0%
Para-Professionals	14 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	14 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Administrative Support	89 100.0%	4 4.5%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	85 95.5%	6 6.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Skilled Craft	25 100.0%	23 92.0%	1 4.0%	1 4.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Service/Maintenance	49 100.0%	45 91.8%	2 4.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	4 8.2%	1 2.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
GRAND TOTAL	1,538 100.0%	1,164 75.7%	79 5.1%	45 2.9%	3 0.2%	7 0.5%	0 0.0%	374 24.3%	40 2.6%	20 1.3%	1 0.1%	2 0.1%	0 0.0%

**Rhode Island
Job Group Analysis Summary
2000 Census Data**

Note: Please be advised that the Civilian Labor Force Statistics from the 2000 Census have not yet been broken down by EEO Job Category. Therefore, we compared the Department's statistics with Rhode Island's total civilian labor force.

Therefore, we compared the Department's statistics with Rhode Island's total civilian labor force.															
EEO - JOB CATEGORIES	TOTAL EMPLOYEES	MALE							FEMALE						
		TOTAL	WHITE	BLACK	HIS- PANIC	AM. IND. AK NAT.	ASIAN PAC. ISL.	OTHER	TOTAL	WHITE	BLACK	HIS- PANIC	AM. IND. AK NAT.	ASIAN PAC. ISL.	OTHER
All Job Categories	530,590 100.0%	273,711 51.6%	233,933 44.1%	9,552 1.8%	6,517 1.2%	933 0.2%	5,477 1.0%	17,299 3.3%	256,879 48.4%	219,588 41.4%	9,743 1.8%	5,784 1.1%	943 0.2%	4,973 0.9%	15,848 3.0%
GRAND TOTAL	530,590 100.0%	273,711 51.6%	233,933 44.1%	9,552 1.8%	6,517 1.2%	933 0.2%	5,477 1.0%	17,299 3.3%	256,879 48.4%	219,588 41.4%	9,743 1.8%	5,784 1.1%	943 0.2%	4,973 0.9%	15,848 3.0%

**RI Dept of Corrections
Job Group Analysis Summary:
Comparison of RIDOC at 6/30/05 with FY2000 Community Census**

Note: Please be advised that the Civilian Labor Force Statistics from the 2000 Census have not yet been broken down by EEO Job Category. Therefore, we compared the Department's statistics with Rhode Island's total civilian labor force.

EEO - JOB CATEGORIES		MALE							FEMALE						
		TOTAL	WHITE	BLACK	HIS- PANIC	AM. IND. AK NAT PAC.	ASIAN ISL	OTHER	TOTAL	WHITE	BLACK	HIS- PANIC	AM. IND. AK NAT PAC.	ASIAN ISL	OTHER
All Job Categories	Community	51.6%	44.1%	1.8%	1.2%	0.2%	1.0%	3.3%	48.4%	41.4%	1.8%	1.1%	0.2%	0.9%	3.0%
	RIDOC	75.7%	67.0%	5.1%	2.9%	0.2%	0.5%	0.0%	24.3%	20.2%	2.6%	1.3%	0.1%	0.1%	0.0%
GRAND TOTAL	Community	51.6%	44.1%	1.8%	1.2%	0.2%	1.0%	3.3%	48.4%	41.4%	1.8%	1.1%	0.2%	0.9%	3.0%
	RIDOC	75.7%	67.0%	5.1%	2.9%	0.2%	0.5%	0.0%	24.3%	20.2%	2.6%	1.3%	0.1%	0.1%	0.0%

PART VI

DETERMINING UNDERREPRESENTATION

AND

GOAL SETTING

H. DETERMINING UNDERREPRESENTATION: (Numerical Goal Setting)

The procedure outlined in this paragraph applies specifically to the determination of underrepresentation within the agency for affirmative action planning purposes and will lead to the establishment of affirmative action goals. Underrepresentation, for the purpose of these guidelines, is determined by comparing the number of minorities and women within an EEO-4 job category in an agency with the number which would exist given equal representation with the distribution of the same group found in the civilian labor force, according to the latest census.

It should be noted that under-representation as defined here, does not necessarily imply the existence of discrimination. The law does not require rigid statistical balance of parity between an agency's workforce and the civilian labor force. However, where representation of minorities or women differs substantially from the civilian labor force representation in any job category, there is a strong legal presumption that discriminatory practices may be responsible.

The State of Rhode Island's civilian labor force which reflects those who are currently employed, available, and are able to work shall be used as the basis for all comparisons with the agency workforce. The following demonstrates the way in which under-representation is established for affirmative action purposes. For the purpose of these guidelines, the figures to be used in calculating your under-representation analysis are:

Minority: 14.5%

Female: 48.4%

1. 2 of the 50 persons in the professional job category in agency "A" are minorities.
2. 14.5% of the State's labor force are minorities.
3. The number of minorities who would be professionals in agency "A" if there was equal representation with the labor force would be 7.

$$14.5 \times 50$$

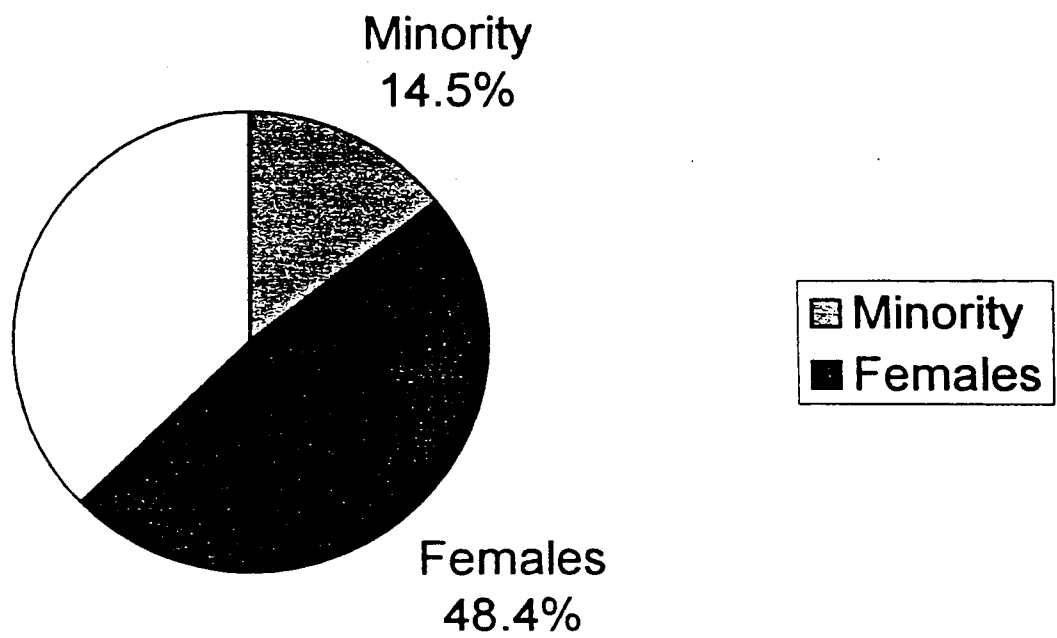
$$.145 \times 50 = 7.250$$

4. The agency, in this case, is underrepresented by 5 minority professionals.
5. All partial numerical figures that contain .5 or more shall be rounded upward and .49 or less shall be rounded downward to the nearest whole number.

An Underrepresentation Analysis will be conducted for each category.

NUMERICAL GOAL SETTING: At this point, it has been determined if any underutilization of minorities or females exists. Now is the time to make tentative projections that are reasonable, attainable and measurable for a qualifiable workforce to eliminate possible employment discrimination.

2000 Composition of Workforce



LABOR ANALYSIS FOR RHODE ISLAND
BASED ON
UTILIZATION ANALYSIS

EMPLOYMENT STATUS BY RACE AND ETHNICITY
RHODE ISLAND 2000

UNIVERSE: POPULATION 16 YEARS AND OLDER
IN CIVILIAN LABOR FORCE (CLF): 530,590 (male:273,711 (51.6%), female:256,879 (48.4%))

	White alone Not Hispanic	Total		Minorities (alone)						
		White alone Not Hispanic	Minorities	Black/Af.Am.	Amer.Ind./N.A.	Asian	Hawaiian/Oth.P.I.	Some Other Race	Two or More Races	Hispanic White
Total	453,521	77,069	19,295	1,876	10,450	21,012	11,932	12,301		
Male	233,933	39,778	9,552	933	5,477	11,105	6,088	6,517		
Female	219,588	37,291	9,743	943	4,973	9,907	5,844	5,784		
Employed	432,072	68,659	16,902	1,653	9,615	18,501	10,760	11,066		
Unemployed	21,449	8,410	2,393	223	835	2,511	1,172	1,235		
As a % of CLF	85.5	14.50	3.60	0.40	2.00	4.00	2.20	2.30		

Source: U.S. Census Bureau
Employment by R&E 2000
Mark Brown
Rhode Island Statewide Planning

12/17/2002

DETERMINING UNDERREPRESENTATION & GOAL SETTING

EEO Job Categories	CURRENT WORKFORCE				UNDERREPRESENTATION		AAP HIRING GOALS		
	TOTAL EMPLOYEES	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE	DISABLED
Officials/Mgrs. Administrators	58	7	16		1	12		1	
Professionals	300	36	129		8	16	1	1	
Faculty									
Technicians	8	0	3		1	1			
Protective Services	995	143	123		1	359	1	2	
Para-Professionals	14	0	14		2	N/A			
Administrative Support	89	6	85		7	N/A			
Skilled Craft	25	2	0		2	12		1	
Service Maintenance	49	3	4		4	20	1	1	

PART VII

IDENTIFICATION & ANALYSIS OF PROBLEM AREAS

WORKFORCE COMPOSITION

In order to complete the 2005- 2006 Affirmative Action Plan, the Department performed an under representation analysis of minorities and females for all EEO Job Categories. The Department's deficiencies have improved in most EEO Job Categories. Reality is that hiring goals are influenced by many factors including budgetary constraints. However, utilizing the recommendations listed below we hope to try to meet our goals.

To achieve greater equity within the workforce the following recommendations have been made:

- . job vacancy notices should continue to be sent to all agencies identified on the Minority Referral List and the Rhode Island Minority Legislator's Caucus.
- . the Minority Referral List should be continuously updated to foster more effective recruitment.
- . the Department should continue to advertise for vacancies in a variety of minority newspapers and professional publications.
- . advertisements placed by the Department should continue to include the statements "an equal opportunity employer" and "females and minorities are encouraged to apply".

POSTING OF POSITIONS

The Affirmative Action Committee has reviewed the practices and procedures of the Office of Employee Relations and recommends that all vacancies, including "Acting" "Temporary" & 'Vacant' positions be posted by the Department.

Job vacancy notices should continue to be posted at all Departmental work sites in addition to being sent to other state departments and all agencies identified on the Minority Referral List.

The Warden of each facility will utilize the locked bulletin boards to post jobs and Civil Service testing notices to ensure the continued availability of such notices.

The Committee also suggested that as civil service examinations are announced for positions within the Department, the Office of Human Resources and Committee members should help to recruit and explain the system/process in greater detail to potential candidates.

EMPLOYMENT AND SELECTION PROCESS

The Department must continue to aggressively recruit minorities and females to those positions for which no civil service list or union contract exists and to retain those individuals in order to afford these candidates promotional opportunities.

The department should continue to reinforce the efforts currently being made by the Director and the Office of Human Resources to bring equity into the interview process by maintaining the interview panel concept for vacancies within the department.

The Office of Human Resources should provide information regarding job categories in which minorities and females are underrepresented and the Affirmative Action Plan Hiring Goals to members of the interview panel.

The individuals who participate in the interview process will continue to be aware of the interviewing process and receive a copy of the interviewing techniques handbook.

The department should continue attending job fairs and other means of recruitment for qualified minorities and women to be employed within the department in all areas.

The department currently has an Equal Opportunity Review Panel, which has been designed to afford applicants a forum for presenting allegations of employment discrimination.

APPLICANT FLOW

The Equal Opportunity Advisory Committee has examined the composition of applicants who have applied for positions within the Department of Corrections and has discovered an increase in minority applicants due in part to the extensive Correctional Officer recruitment campaign.

Every individual who is interviewed by the Department is requested to complete the RIEEO-3-78 Card. The cards for applicants not selected for various positions should be submitted to the State Equal Opportunity Office on a monthly basis.

Applications submitted by "walk in" candidates will be maintained by the Office of Human Resources for a minimum of two (2) years, except when applicant is told otherwise.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Corrections

INTER-OFFICE MEMORANDUM

TO: ALL INTERVIEW PANEL CHAIRPERSONS

FROM: Ashbel T. Wall, II
Director **ATW**

DATE: July 1, 2005

SUBJECT: AFFIRMATIVE ACTION SELECTION & HIRING PROCESS

I have made an unwavering commitment to Affirmative Action within the Rhode Island Department of Corrections. If you have not made yourself familiar with the Department's Affirmative Action Plan, I strongly suggest that you become familiar with said document, which is available in the Office of Human Resources and on the Department's Intranet.

The following protocol in the selection and hiring process remains in effect. When scheduling an Interview Panel for promotion and/or entry level hiring of individuals within the Department of Corrections, the Interview Panel must include a minority representative and a woman. The size of the panel should be no less than four (4) individuals, inclusive of the two protected group categories that are mentioned above.

If you have any questions or comments regarding this directive, please feel free to contact the Office of Human Resources.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Corrections

TO: ALL INTERVIEWED CANDIDATES

FROM: ASHBEL T. WALL, II. **ATW**
DIRECTOR

DATE: JULY 1, 2005

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY REVIEW PANEL

I am firmly committed to assuring equal employment opportunities for all individuals who seek positions or promotions in this Department, regardless of race, national origin, ethnicity, creed, gender, age, handicap, sexual orientation or gender identity or expression.

In conjunction with this commitment, several years ago an Equal Employment Opportunity Review Panel was created. The current membership is as follows:

George H. Truman, Jr.	Associate Director Human Resources
Jake Gadsden	Assistant Director Institutions/Operations
Silma-del Langley	Deputy Warden, Minimum Security
Ann Fortin	Chief, Program Development, Policy Unit
David Florio	Chair, DOC Affirmative Action Committee
Gerry Iadevaia	Department of Administration EEO Office

This committee is designed to afford applicants for hire or promotion a forum for airing allegations of employment discrimination. Although every individual will retain the option of either lodging his/her original complaint or any appeal of the panel's decision to the Human Rights Commission, it is my hope that the panel will provide a mechanism for resolving these matters at the departmental level.

Anyone who interviews for a position in the Department and wishes to lodge a complaint of discrimination should do so by contacting George H. Truman, Jr., Associate Director Human Resources at 462-5123. Mr. Truman will convene the committee.

In addition, I am directing that the Interview Officials provide a copy of this memo to all individuals who participate in interviews for positions at the Department of Corrections.

TECHNICAL COMPLIANCE

All policies and procedures pertaining to Equal Opportunity and Affirmative Action are posted throughout the Department of Corrections.

All materials received from the State Equal Opportunity Office concerning discrimination and sexual harassment are posted in all work areas within the Department of Corrections by the Equal Opportunity Advisory Committee. All position vacancy notices are posted in accessible areas in each facility within the Department.

The Department of Corrections continues to maintain all employment applications for a period of two (2) years.

WORKFORCE ATTITUDE

RIDOC employees need to be sensitized to the fact that harassment and discrimination on the basis of race, sex, national origin, religion, age, disability, or any other protected status is a crime, and is strictly forbidden and punishable under the policy of the Department of Corrections.

1. The Department continues to make it mandatory for all employees of the department to attend seminars specifically defining the nature of such unlawful conduct, in efforts to sensitize and educate employees. Knowledgeable speakers and instructors are located from outside the department. Mandatory training is done in conjunction with the training of new employees, as well as sessions for existing employees.
2. Complaint procedures are illustrated in bold and conspicuous communications and posted in each building department-wide.
3. DOC staff continues to train employees on Cultural Awareness and Racial Sensitivity.

EXIT INTERVIEWS

The Department of Corrections, Human Resource Office will continue to provide all employees who terminate from the department, the opportunity to fill out an Exit Interview form. This form is done in private by the employee and sent in a sealed envelope to the State Equal Opportunity Office for review.

The Department has all terminating employees sign a form certifying that they have received the Exit Interview form from the Human Resource Office.

PART VIII

***Affirmative Action for Individuals with Disabilities, Disabled Veterans, Vietnam
Era & Persian Gulf Veterans***

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Corrections

July 1, 2005

The Department of Corrections is firmly committed to concepts of Equal Opportunity and Affirmative Action for qualified persons with disabilities, disabled veterans, Vietnam Era Veterans and Persian Gulf War Veterans, as provided for in the Americans with Disabilities Act of 1990, in Rhode Island General Law 28-5.1, Executive Order 92-9 and in the Vietnam Era Veterans Readjustment Act of 1974. The Department also provides equal and accessible services to all persons including persons with disabilities.

George H. Truman, Jr., who has been designated as the A.D.A. (Americans with Disabilities Act), Coordinator by me, will ensure that these undertakings are carried out for the Department of Corrections.

Ashbel T. Wall, II
Director

PRACTICES AND PROCEDURES

The Department will continue to take affirmative steps in the recruitment of individuals with disabilities and Vietnam Era Veterans by sending all job postings to agencies and organizations which serve this population.

Job specifications and qualifications will be reviewed to ensure that they are job-related and would not adversely affect any applicant because of physical or mental qualifications.

The Department is committed to the creation of a barrier free work environment for all of its employees.

Reasonable Accommodations:

The Department will seek to meet the particular identified need of its current staff with regard to modifying the job site. Counseling to assist the employee in the job will be available.

Special equipment, such as a TDD Telephone, will be made available to any employee who may need it.

The job will be restructured, when possible, to meet the employee's special needs.

All new employees during their "orientation" will be requested to complete the "Employee Self-Identification of Disability and Request for Reasonable Accommodation" form. We will institute the Americans with Disabilities/504 Grievance Procedures and this procedure will be posted throughout the Department. The Department will evaluate all facilities to ensure compliance with the Americans with Disabilities Act of 1990.

AMERICANS WITH DISABILITIES/504 GRIEVANCE PROCEDURE

Department of Corrections has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by ADA/504.

Complaints should be addressed to: George H. Truman, Jr., Associate Director Human Resources, who has been designated to coordinate ADA/504 Compliance efforts.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violations of the regulation.
2. A complaint should be filed within Ten (10) days after the complainant becomes aware of the alleged violation.
3. An investigation as may be appropriate will follow a filing of complaint. The investigation will be conducted by George H. Truman, Jr. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by George H. Truman, Jr. and a copy forwarded to the complainant no later than fourteen (14) days.
5. The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

INTERNAL AND EXTERNAL DISSEMINATION OF POLICY:

Internally, the staff will receive a copy of the Affirmative Action Policy for individuals with disabilities, disabled veterans and Vietnam Era Veterans.

Externally, the Department of Corrections will correspond with the Vietnam Era Veterans Association when vacancies occur, informing them of the office's commitment to equal employment opportunity for the disabled, disabled veterans, and Vietnam Era Veterans. A copy of the vacancy notice will be attached.

**AFFIRMATIVE ACTION POLICY
FOR INDIVIDUALS WITH DISABILITIES,
DISABLED VETERANS AND VIETNAM ERA VETERANS**

PRACTICES AND PROCEDURES

OUTREACH RECRUITMENT:

A vacancy notice will be sent to all Veteran Associations who request copies of vacancy announcements.

PHYSICAL AND MENTAL QUALIFICATIONS:

Disabled persons, disabled veterans and Vietnam Era veterans with minimum physical and mental abilities to perform a job will be given equal consideration with other applicants for positions.

WORK ENVIRONMENT:

The workplace will be free of discriminatory insults, intimidation, or any other forms of harassment. A copy of the Americans with Disabilities/504 Grievance procedure will be posted on the bulletin boards throughout the Department.

REASONABLE ACCOMMODATIONS:

The Department of Corrections will provide a reasonable accommodation to a disabled employee with a workable job site.

The Department of Corrections will offer support services as needed.

The Department of Corrections will obtain whatever special equipment is necessary.

The Department of Corrections, if necessary, will restructure the job to fit the particular talents and abilities which the employee possesses.

REPORT ON LAST YEAR'S ACTIVITIES:

During the past year, we continued to review all of our work locations to insure accessibility for the handicapped/disabled. We currently have special parking, a TDD number for the hearing impaired, raised lettering and accessible rest room.

REPORT ON THIS YEAR'S PLAN:

Individuals with disabilities on staff will be informed that should they require any modifications, support services, special equipment, or job restructuring they should contact Mr. George H. Truman. Discrimination against such individuals will not be permitted. Implementation of this policy will be the responsibility of Mr. George H. Truman.

PART IX

APPENDIX

LAWS GOVERNING EQUAL OPPORTUNITY

***PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS,
EDUCATIONAL INSTITUTIONS***

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions and apprenticeship programs also are covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH HANDICAPS:

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment, qualified Vietnam era veterans and qualified special disabled veterans.

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately, the Federal agency providing such assistance.

INDIVIDUALS WITH HANDICAPS:

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

STATE EXECUTIVE ORDERS

EXECUTIVE ORDER #05-01

Prevention of Sexual Harassment in State Government

EXECUTIVE ORDER #95-11

Establishes the Sexual Harassment Policy for units in State Government

EXECUTIVE ORDER #92-2

Compliance with the Americans with Disabilities Act

EXECUTIVE ORDER #92-4

Re-establishes the Minority Business Enterprise Program

EXECUTIVE ORDER #93-1

Equal Opportunity and Affirmative Action Policy for units in State Government

EXECUTIVE ORDER #85-16

Designates the State 504 Coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to handicapped persons

EXECUTIVE ORDER #86-10

Establishes the Refuge Policy for the State

POSTING THE VACANCY

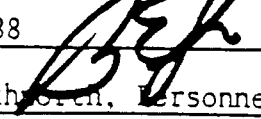
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF ADMINISTRATION

DIVISION OF HUMAN RESOURCES

OFFICE OF PERSONNEL ADMINISTRATION

DATE: February 25, 1988

FROM:  Bradford E. Southworth, Personnel Administrator

ROUTING: Personnel Officials (List #22)
*cc: Directors (List 12) Lists, 14, 15 and Union Officials
List 23

* Directors and Chief Executive Officers or their designees are responsible for distribution within their organization.

DISPOSITION:

[X] Act on and File

BRIEF DESCRIPTION: CS-376 - Vacancy Notice (Revised February, 1988)

Enclosed are two versions (legal and letter size) of a CS-376 Vacancy Notice as revised. It is your choice to use either size as deemed appropriate for your agency. Some departments indicated a preference of legal size for posting purposes to satisfy affirmative action and recruitment promotion interests.

Many departments/agencies contributed to the process of revision of this form in the hope of improving human resource activities. Some revisions may only benefit a few agencies but are included because of its value to the system at large.

A copy of the vacancy notice must be sent to the Equal Opportunity Section of the Office of Personnel Administration, and the respective bargaining unit.

NOTE: Agencies are responsible for duplicating this form at their own expense.

File in Volume 1 under Procedures

Effective: Immediately

PP-3-PO-3-3.1

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(11/01)

Description of Position	<p>TITLE OF POSITION: _____</p> <p>SALARY RANGE: _____</p> <p>Department or Agency Name _____</p> <p>Division/Section/Unit _____</p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: _____</p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No _____</p> <p>Name of Bargaining Unit Union: _____</p> <p>There is* _____ is not _____ a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>	<p>CLASSIFICATION CODE: _____</p> <p>REFERENCE POSITION NO.: _____</p> <p>APPLICATION PERIOD: _____</p> <p>Job Location: _____</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">▪ The title of the position for which you are applying <li style="display: inline-block; width: 45%;">▪ Name of department where you are currently employed <li style="display: inline-block; width: 45%;">▪ Title of your present position and date you entered it <li style="display: inline-block; width: 45%;">▪ Your business telephone number <li style="display: inline-block; width: 45%;">▪ Date you entered State service <li style="display: inline-block; width: 45%;">▪ Present Union Affiliations <p>*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i></p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> ▪ Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. ▪ Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> 	
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p style="text-align: right;"> Telephone #: _____ Fax #: _____ TTY/TDD #: _____ (Telecommunication Device for the Deaf) </p>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

RHODE ISLAND EQUAL OPPORTUNITY OFFICE
TELEPHONE (401) 222-3090 TDD (401) 222-6144

The State Equal Opportunity Office will accept, from both State Employees and applicants for State employment, complaints of discrimination that are based on race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression and sexual harassment.

1. A complaint must be filed formally on the "Complaint Information Form", available through the State Equal Opportunity Office within ten (10) working days from the knowledge of the alleged incident of discrimination, unless it is an ongoing discrimination.

All complaints will remain confidential except to the extent necessary to conduct a review of the facts.

2. An Equal Opportunity Officer will be assigned to investigate the complaint.
3. The Agency Director (Responder) will be notified of the alleged charge.
4. Upon the completion of the investigation, the State Equal Opportunity Office will make a determination as to probable cause based on the summary of facts.
5. When probable cause is not evident, the parties are so informed by the State Equal Opportunity Office.
6. When there is probable cause of discrimination, the State Equal Opportunity Office will try to conciliate the complaint.
7. If an agreement between both parties is not reached a formal hearing will be scheduled and a Hearing Officer will be assigned by the State Equal Opportunity Office.
8. If and when it has been determined by the Hearing Officer that discrimination exists, the Hearing Officer will advise the State Equal Opportunity Office in writing. The State Equal Opportunity Office will then, by written notification, present findings and recommended corrective action to both parties.

If the corrective action is not implemented within the specified time frame, the State Equal Opportunity Office will notify the Governor.

An individual may also file a complaint with the RI Human Rights Commission or the Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date, with the RI Human Rights Commission or the Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to either Commission for the investigation and any resolution and/or prosecution of the charge.

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
Equal Opportunity Office

COMPLAINT INFORMATION FORM

1. Complainant Information:
State your name and address:

City State Zip Code

Telephone Number (S)

Work: _____

Home: _____

2. Name of Department

3. Name of Immediate Supervisor:

4. Respondent Information:
Name and address of agency involved:

City State Zip Code

5. Name and Title of person(s) charged:

6. Date of alleged violation:

7. Place of alleged violation:

(_____)
Case Number

8. Basis alleged Complaint:

____ Race/Color: Specify _____
____ Sex: ____ Male ____ Female ____
____ Age: ____ Date of Birth _____
____ National Origin: Specify _____
____ Disability _____
____ Religion: Specify _____
____ Sexual Harassment
____ Sexual Orientation
____ Gender Identity or Expression

9. Nature Change:

____ Hiring
____ Compensation
____ Job Classification
____ Discharge/Termination
____ Promotion
____ Training
____ Demotion
____ Qualifications/testing
____ Layoff
____ Recall
____ Seniority
____ Intimidation/Reprisal
____ Harassment

RIE00-03-87 Revised 2003

COMPLAINT INFORMATION FORM

(Continued)

10. Explain briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining you your case.

11. Why do you believe these events occurred?

12. Have you brought this changed to anyone else's attention?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

Complainant Signature

Date

Interviewing Officer

RETALIATION OR COERCION

Any employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action made include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

EMPLOYEE SELF-IDENTIFICATION OF DISABILITY FORM

CONFIDENTIAL
Employee Self-Identification of Disability
And
Request for Reasonable Accommodation

In accordance with the **Americans with Disabilities Act of 1990**, R.I. General Law 28.5 and Executive Order 92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desired position.

NAME: _____ **AGENCY:** _____
JOB TITLE: _____ **DATE:** _____

Please check the category that best describes your handicap. (Upon request, verification of handicapping condition must be obtained from your physician.)

Handicapping conditions include, but are not limited to:

- ☐ AIDS
- ☐ Alcoholism
- ☐ Blindness or Visual Impairment
- ☐ Cancer
- ☐ Cerebral Palsy
- ☐ Deafness or Hearing Impairment
- ☐ Diabetes
- ☐ Drug Addiction
- ☐ Epilepsy
- ☐ Heart Disease
- ☐ Mental or Emotional Illness
- ☐ Mental Retardation
- ☐ Multiple Sclerosis
- ☐ Muscular Dystrophy
- ☐ Orthopedic
- ☐ Perceptual Handicaps such as Dyslexia, Minimal Brain Dysfunction, Developmental Aphasia, or Speech Impairment
- ☐ Other _____

- ☐ Yes, I request a reasonable accommodation Needs Assessment Review.
☒ No reasonable accommodation needed at this time.

Additional Comments:

Signature: _____ Date: _____

RIEEO-5/90A
REVISED 2/92

EXIT INTERVIEW

CONFIDENTIAL EXIT-INTERVIEW FORM

1. The purpose of this form is to record information concerning reasons why employees are terminating/transferring from State Service.
2. The form asks specific questions concerning:
 - A. Employment
 - B. Career Opportunities
 - C. Fair Treatment
 - D. Future Employment with State Government
 - E. If you feel you were discriminated against
3. The form is completed by the employee who is terminating or transferring. Person is interviewed by the Equal Opportunity Officer.
4. The Equal Opportunity Officer should be notified at least five (5) working days before the employee terminates or transfers.
5. The form is voluntary and confidential.

STATE EQUAL OPPORTUNITY OFFICE

1 Capitol Hill

Providence, RI 02908-5865

Rhode Island Department of:

CORRECTIONS

EXIT INTERVIEW SIGN-OFF FORM*

NAME OF EMPLOYEE (Please print or Type)

In accordance with Rhode Island General Law 28-5.1, an Exit Interview Program has been established in order to assure that terminating/transferring employees are not leaving because of discriminatory circumstances. I understand that all terminating/transferring employees have the option of an Exit Interview with the State Equal Opportunity Officer/Liaison to the Rhode Island Department of CORRECTIONS. I hereby certify that I have received an Exit Interview form from the personnel officer and, that the completed Exit Interview form must be forwarded to the State Equal Opportunity Office. I also, understand that a copy of this completed sign-off form will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

DATE EXIT INTERVIEW WAS
MAILED TO EMPLOYEE

SIGNATURE OF PERSONNEL OFFICER

***INSTRUCTIONS:**

The Personnel Officer must distribute a copy of the Exit Interview form along with termination/transfer papers to the employee. The Personnel Officer must place a copy of the Exit Interview sign-off form in the employee's personnel file and forward a second copy of the sign-off form to the Department's EEO Coordinator immediately upon completion.

Rhode Island State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY INQUIRY

All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the **State Equal Opportunity Office, 1 Capitol Hill, Providence, RI 02908-5865**. Thank you.

NAME _____ ADDRESS _____ TELEPHONE _____ DATE HIRED _____	JOB TITLE _____ DEPT. / AGENCY _____ DIVISION / UNIT _____ DATE DEPARTED _____
--	---

(Please Check for Equal Opportunity Purposes Only)

Female _____ White _____ Asian Amer./Pacific Islander _____ Hispanic _____

Male _____ Black _____ Amer. Indian/Alaskan Native _____ Handicapped _____

What is your main reason for leaving? _____

What did you like best about your job? _____

What did you dislike about your job? _____

Did you find your employment worthwhile in terms of personal growth and achievement? _____

Do you feel career opportunities were adequately afforded to you? _____

Did you feel free to go to your supervisor to discuss problems about your job? _____

(Over)

Revised 1990

CONFIDENTIAL EXIT SURVEY INQUIRY

(Continued)

Was your supervisor effective in handling problems or complaints? _____

Was the Leave of Absence Procedure clearly explained to you? _____

Did you receive fair treatment while employed? _____

Would you seek employment with the State of Rhode Island at a future date? _____

Do you feel you were discriminated against? _____

INTERVIEWING OFFICER

DATE

Comments

EQUAL OPPORTUNITY ADVISORY COMMITTEE

EQUAL OPPORTUNITY ADVISORY COMMITTEE

MISSION:

TO PROVIDE TWO-WAY COMMUNICATION AND SUGGESTIONS ON VARIOUS ASPECTS OF THE EQUAL OPPORTUNITY PROGRAM TO THE AGENCY HEAD AND EQUAL OPPORTUNITY COORDINATOR IN AN AGENCY IN STATE GOVERNMENT.

1. ESTABLISHING THE COMMITTEE:

- A. All employees should be informed of opportunities to serve on the committee.
- B. Agency head appoints the committee from a list of volunteers.
- C. Volunteers
 - 1. Each Division of Agency
 - 2. Various job levels
 - 3. Minorities, women and the handicapped

2. STRUCTURE:

- A. Terms of membership
- B. Elections of officers
- C. How many members
- D. Alternates
- E. Sub-committees
- F. Meetings
- G. Minutes

3. FUNCTIONS (ROLE):

- A. Advise – not perform
- B. Develop short-term objectives
- C. Identify areas of possible discrimination
- D. Assist the designee of the agency head with preparing the affirmative action plan
- E. Monitor the progress of the action goals and programs, if necessary, make recommendations to improve
- F. Review monthly progress reports
- G. Issue a progress report to agency head quarterly

4. **CHAIRPERSON (DUTIES)**

- A. Prepare agenda for meeting
- B. Preside over committee meetings
- C. Submit any committee recommendations to the agency head

5. **SECRETARY (DUTIES)**

- A. Preside over meeting in absence of Chairperson
- B. Record minutes of the meeting
- C. Prepare minutes for distribution

6. **EQUAL OPPORTUNITY COORDINATOR:**

Ex-Officio
Advisor

7. **EQUAL OPPORTUNITY OFFICER/LIASON:**

Ex-Officio
Advisor

8. **AGENCY HEAD:**

Should make a commitment that all recommendations will be reviewed and acknowledged

9. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**

- 1. Newsletter
- 2. Pay envelopes
- 3. Employee handbooks
- 4. Copies of the Affirmative Action Plan policy statement of key program elements

10. **THE STATE EQUAL OPPORTUNITY OFFICE MAY ISSUE SUCH GUIDELINES, DIRECTIVES OR INSTRUCTIONS AS NECESSARY TO CARRY OUT RI GENERAL LAW 28-5-1.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICERS

RI DEPARTMENT OF ADMINISTRATION

Division of Human Resources
State Equal Opportunity Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5865
Phone 222-3090 TDD 222-6144
Fax 222-6391

A. Vincent Igliozi, Administrator,
State Equal Opportunity Programs

Geraldine Iadevaia, Principal Equal Opportunity Officer

Delores Farrow, Senior Equal Opportunity Officer

COMMUNITY COLLEGE OF RHODE ISLAND

John White, Jr., Director, Providence Campus
One Hilton Street
Providence, RI 02905
Phone 455-6011 TDD 825-2238

RHODE ISLAND COLLEGE

Patricia Giammarco, Director of Affirmative Action
600 Mt. Pleasant Ave.
Providence, RI 02908
Phone 456-8218 TDD 456-8216
Fax 456-8717

UNIVERSITY OF RHODE ISLAND

Robert E. Gillis, Director
Affirmative Action, Equal Opportunity & Diversity
Carlotti Administration Building
Kingston, RI 02881
Phone 874-2442 TDD 874-2120
Fax 874-7149

ENFORCEMENT AGENCIES

Department of Administration
Office of Personnel Administration
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5865
TEL #(401) 222-3090
TDD#(401) 222-6144
FAX#(401) 222-6391

RI Commission for Human Rights
180 Westminster Street
Providence, RI 02903
TEL #(401) 222-2662/Voice
TDD #(401) 222-2664
FAX #(401) 222-2616

U.S. Equal Employment Opportunity Commission
1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/Voice
TDD # (800) 800-3302
FAX # (202) 663-4494 (for all Area Codes)

Department of Justice
Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)